



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Project Accountant - Construction

International real estate development company seeks an experienced Construction Accountant for the financial processing, monitoring and reporting of multiple development and construction projects.

This position will be responsible for compliance with lender requirements, development and processing of monthly payment applications and managing development & construction projects from a financial aspect.

Effective team player to support accounting, project management and who will interface well with senior management. This position will report to the Director of Construction.

Classification

Exempt/Salaried

Essential Functions

Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Assist in preparation of departmental budgets
- Manage, help process, and code vendor invoices and ensure integrity of all payments
- Data entry and PO # assignment of invoices over multiple departments
- Review and track commitments and invoicing against the budget
- Coordinate with suppliers and maintain records of all payment status
- Coordinating between all the various departments which are at work in a project
- Understand all project contracts
- Issue reports on budgets, actual and committed job costs
- Assist Project Manager in monitoring and updating the project budget
- Keep the construction and accounting groups apprised of the status of each project, raising concerns where needed
- Cash forecasting for construction project with continuous monitoring of the cash position of the project
- Assist in draw request process, including preparation of various draw request documents
- Prepare contractor pay application (G702 & 703) and supporting documents, work with contractor and project management to resolve any issues
- Prepare monthly billings for internal and external clients
- Evaluate all check requests and monitor all invoices for accuracy
- Collect and maintain interim and final lien waivers, assure accuracy of each
- Fielding and processing internal information requests
- Maintain positive relationships with team members.
- Special projects and analysis
- Financial statement analysis

- Excellent communication skills with ability to prepare presentations for construction group review that drive project related decisions
- Knowledge of budgeting, Master Contract and subcontract funding terms management and cash forecasting
- Knowledge of payment terms in construction contracts
- Ability to develop effective relationships with key project partners and project manager
- Ability to identify project related risks
- Ability to set up processes and procedures associated with Cost Controls and Cost to Complete Projections

Competencies

- Sense of Urgency
- Productivity
- Personal Organization
- Communication
- Problem Solving/Analysis
- Decision Making/Judgment
- Detail oriented
- Strong work ethic

Supervisory Responsibility

None

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a full-time position; typical work hours and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. May be some flexibility in hours is allowed.

Required/Preferred Education & Experience

- 4-year accounting degree and/or 5+ years' experience in construction accounting
- Advanced Excel
- Timberline/Sage 300CRE experience preferred
- AIA Software contracts, change order and pay app forms preferred
- Strong construction accounting experience
- MRI experience preferred

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com