



**HARWOOD**  
INTERNATIONAL

## HARWOOD INTERNATIONAL CAREERS

### Senior Project Accountant - Construction

The Senior Project Account for Harwood International will support the accounting and finance teams with financial reporting. They ensure the accuracy of all financial reports and project billing, and they work to plan and oversee lower level accountants.

#### Classification

Exempt/ Salaried

#### Job Code

HI-PRJACTSEN

#### Essential Functions

##### *Job Functions*

- Ensure accurate and consistent financial reporting and project billing
- Understand contract terms and assist project managers in performing project star-ups
- Work with billing staff to provide accurate invoices to clients
- Assist in project planning and updating schedules
- Support project managers
- Plan, schedule and oversee lower level accountants
- Develop and recommend revisions to accounting systems and procedures
- Review weekly time sheets
- Monthly invoicing per contract
- Ability to set up processes and procedures associated with Cost Controls and Cost to Complete Projections
- Knowledge of budgeting, Master Contract and subcontract funding terms management and cash forecasting
- Ability to identify project related risks
- Set up new projects
- Draw request process, including review of draw request documents
- Write off any uncollectable receivables, labor or expense as directed
- Report monthly billing and contract status for office
- Monthly financial reporting to Owner
- Create policies for project contract documents, change orders and other contract modifications, approves, and any additional services
- Maintain knowledge on all best practices regarding accounting and finance

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

#### Competencies

- Account management
- Budgets / cost control

- Written / verbal Communication skills
- Decision making / judgement
- Interpersonal skills
- Managing performance
- Time management and organizational skills
- Problem solving / analysis
- Strategic thinking / management

### *Supervisory Responsibility*

Yes

### *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 required.

### *Required Education & Experience*

- Bachelor's in Business, Accounting or equivalent experience
- Relevant project accountant industry experience
- Minimum of 5 years of experience in construction accounting
- Proficient in Microsoft office suite

### *Preferred Education & Experience*

- MBA or equivalent
- Advanced Excel
- MRI Real Estate Software experience
- Procore Solutions experience

### **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](mailto:nrungruangphol@harwoodinc.com)