



JOB DESCRIPTION - PROJECT ACCOUNTANT

Qualified candidates should respond with a letter of introduction and resume to hr@foushee.com.

REPORTING: Reports directly to the Controller

POSITION PURPOSE

Work with assigned Project Teams to provide day-to-day accounting support in accordance with established standards, policies and procedures and in keeping with the Company Core Values, Mission and Fundamentals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Payables

- Process weekly job cost payables for field review and approval
- Process weekly Subcontractor payment applications verifying document requirements, contract amounts and subcontract terms
- Prepare AP vouchers in a timely and accurate manner for weekly management approval
- Work closely with Project Management, Vendors and Subcontractors to research and resolve any discrepancies
- Assist Accounting team members in preparation of weekly and monthly check runs to include: sorting vouchers, initiating check run, attaching backup, preparing checks for mailing and filing

Payroll

- Create the field timecard template from the project estimate
- Process weekly payroll timecards

Job Billings

- Work with Project Manager to upload the budget at the beginning of the project to allow for an efficient billing process
- Responsible for verifying, on a monthly basis, which projects need to be billed and coordinating the accurate and timely billing with the Project Manager according to contract requirements

Cash Receipts

- Post job payments in a timely manner
- Responsible for initiating any required lien releases

Job Cost

- Work with Project Manager to ensure each project estimate is uploaded in a timely manner
- Other job cost adjustments or entries as needed

Other

- Assist Accounting team members when needed and available
- Provide support for annual audit
- Other tasks as assigned: bank statement reconciliation, vendor statement review, subcontractor compliance review, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Personal Qualities

- *Honest, Genuine, Trustworthy*
- *Forward Thinker – ability to plan ahead and multi-task*
- *Good communicator and listener*
- *Problem Solver – Resourceful – Work Independently*
- *Takes Pride and Ownership in Work*
- *Desire to learn and use technology – self improvement*
- *Ability to think analytically*
- *Organized and Detail Oriented*
- *Positive team attitude and Respectful*
- *Strong Work Ethic and Loyal*

Technical Knowledge

- Construction Accounting Software
- Proficient in the use of Microsoft Excel
- Experience in or exposure to Subcontract Insurance Certificate review
- Proficient at standard business communications (ability to communicate in writing)
- Ability to build relationships with multiple vendors

Education

- Associate or Bachelor's Degree in Accounting or related field, plus one to three years of general accounting experience. Construction accounting a plus.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the Company.

Founded on Principles. Forged in Relationships