

Position: PROJECT ACCOUNTANT

The Project Accountant reports to the Billing Manager and assist in the day-to-day activities and various responsibilities within the Accounting Department.

Responsibilities include but are not limited to:

- Prepare final billing package to clients, including all applicable backup for approval by Billing Manager.
- Audit billings on projects to ensure all costs are captured and submitted for payment.
- Review, job cost, code and enter A/P invoices for project billing(s) into accounting system.
- Effectively communicate with Project Managers and Principals regarding contract documents, change orders and other contract modifications, approvals, and any additional services related to billings.
- Remain in constant communications with Client(s), Subcontractors, Sub-tiers, and Suppliers' accounting staff to resolve and maintain monthly billing issues and approvals.
- Deep understanding of pre-liens and lien release processes.
- Maintain the billing folders for project(s) with all the appropriate documents in accordance with standard company procedures.
- Assist billing manager on special projects.

Qualifications:

- Accounting / Business Degree or Certificate preferred, or , combination of education, experience, and relevant work experience
- Proven ability to handle multiple projects
- Ability to evaluate priorities and multi-task accordingly to meet deadlines is essential.
- Good verbal and written communication skills. Strong organizational, record-keeping and follow-up skills.
- Proficient in using Microsoft Office (Excel, Word) and accounting software. Knowledge of ERP systems (Spectrum by Dexter and Chaney, Procore) is a plus.

For consideration, please visit our website (www.johnstonemoyer.com) to apply.

We will be replying to qualified candidates that seem like a good fit! No phone calls please.

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