

## PROJECT ACCOUNTANT



**Position:** Project Accountant

**Position Type:** full-time, in-person, minimum 40 hours/week

**Reports to:** Director of Accounting

### **General Description**

The Project Accountant, while reporting to the Director of Accounting, will be responsible for general financial and analytic support of First Companies construction division including assisting with the preparation of monthly, quarterly, and annual financial reporting. The position will also support the Real Estate and Property Management divisions as needed.

### **Essential Duties and Responsibilities**

- Manage monthly construction draw process including management of purchase orders, sworn statements, AIA forms, commitments, change orders, budget to actual variance analysis with project managers; review budgets on a monthly basis and process billing to and collection from customers and banks.
- Participate in review of A/R aging reports and handle communication with customers, banks and subcontractors to drive timely funding and payments.
- Manage outgoing ACH payments to subcontractors.
- Manage electronic lien waiver process.
- Proactively manage multiple key deadlines related to month-end close.
- Manage work in process and retention.
- Assist Director of Accounting with month end close for First Companies.
- Preparation of financial and operating metrics; ie tracking general conditions and projection and tracking of cost savings on projects.
- Provide financial analysis as needed for capital investments, pricing decisions, and contract negotiations.
- Leverage technology to provide innovative solutions to streamline accounting transactions and drive internal efficiencies.

### **Required Skills**

- Maintain, promote, and integrate First Companies' vision, mission, and values with all internal and external stakeholders.
- Be a team player who has a positive attitude, implements solution-based management, is proactive, and relates well with other employees.
- Proficient in the use of Microsoft Office (Excel, Word, Outlook)
- Good communication skills demonstrating proficiency in both speech and writing.
- Present information clearly in both meeting and one-on-one settings.
- Run job tasks in an organized, detailed, and reviewable documented manner.
- Multi-task and prioritize incoming work.

### **Education and Experience**

- Associate's degree in accounting and minimum of one-three year accounting experience required.
- Bachelor's Degree and Construction experience preferred.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.

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Disclaimer: This job description is not intended to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones be assigned at any time with or without notice.