

Credit Specialist/Billing Overview

The Credit Specialist works as a Construction Project Accountant responsible for the accounting and administrative support for various construction projects, from project startup through final closeout. This Project Accountant will serve as the primary liaison between the project management team and the accounting department, and is responsible for the overall project accounting including, but not limited to, the processing of subcontractor and general conditions invoices, job costing, lien waiver tracking, and the preparation of monthly pay applications. The Project Accountant will also be responsible for the month-end close process and preparation of each individual project's financial statements within the assigned portfolio. This is an excellent opportunity for someone looking to learn and grow with an organization. The project accountant position is accountable for monitoring the progress of projects, investigating variances, approving expenses, and ensuring that project billings are issued to customers and payments collected. We are NOT looking to train anyone at this time, we are looking to hire someone with extensive experience and knowledge. You WILL be tested and questioned upon interview.

ESSENTIAL JOB FUNCTIONS

- Responsible for the general accounting and job costing for a select portfolio of multifamily and/or hospitality projects, including preparation of budget vs. actual cost information and preparation of monthly financial statements.
- Responsible for ensuring job costs and other project reports are accurate and in agreement with the general ledger at all times.
- Responsible for the preparation of lender draws on a monthly basis, including but not limited to, facilitating execution of monthly project pay applications, aggregating underlying invoice support, and lien waiver tracking.
- Responsible for processing subcontractor monthly pay requisitions and ensuring all supporting documentation are correct, including following up with subcontractors to obtain any missing documents to ensure subcontractors are paid timely.
- Responsible for accounting duties related to the month-end close and reporting process, including but not limited to, additional ad hoc job cost reporting and account reconciliations, as appropriate.
- Responsible for ensuring compliance with lender agreements associated with projects in the assigned portfolio, including compliance with any financial reporting requirements.
- Responsible for reconciliation of daily service calls, verification of hours and materials against work orders, matching purchase orders to materials utilized, correspondence with customers, internal customer service with servicemen.
- Ability to effectively communicate accounting and project-related matters with Project/General Managers.
- Maintain a positive relationship with all staff to ensure excellent inside customer service
- Work with Director of Credit & Collections/Salesman to approve the write off of any project-related billings that cannot be billed to or collected from customers

JOB REQUIREMENTS

Education : Associate's or Bachelor's degree in Accounting, Business or related field strongly preferred.

Experience : 2 years minimum in billing experience required. Previous experience in the construction industry strongly preferred.

Knowledge, Skills and Abilities Required:

- Ability to demonstrate proficiency in basic accounting principles (i.e. journal entries, debits, credits, etc.) including application within the context of construction operations.
- Supervisory experience required.
- Demonstrated high level of skill in both verbal and written communication
- Ability to work independently.
- Ability to accurately work under pressure in meeting deadlines.
- Must have excellent organizational skills.
- Proficient knowledge of the computer, including Microsoft Word and Excel and accounting software applications, required.
- Understand how to Bill/invoice per contracts, scope of work, and Time and Material also known as T & M Billing.
- Ability to work effectively with all levels of employees while inspiring respect and credibility
- Maintain a positive relationship with all staff to ensure excellent inside customer service
- Ability to accurately perform multiple tasks in a complex and fast-paced operating environment

- Must be proactive, flexible, responsible and resourceful
- Proficiency with American Contractor a Plus
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Salary & Benefits:

Salary is based on experience. Health insurance, dental, and life are offered after 60 days of employment. We offer paid holidays, sick and vacation time to our full time employees.

If you think you would be a good fit for this position please send your resume.

Job Type: Full-time

Cell-CreteCorp is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.