



Job Description: Project Accountant/ AP Specialist

Revision Date: 2020.03
Reporting Structure: Direct to Controller

Department: Corp/Accounting
Direct Reports: No

POSITION PURPOSE

The Project Accountant/AP Specialist is responsible for overseeing and managing the project billing process from start to finish. As well as handling Accounts Payable & payroll responsibilities as needed.

DUTIES, TASKS AND RESPONSIBILITIES

- Review all subcontractor pay applications for accuracy and contact compliance (Waivers, Certified PR, Insurance, etc)
- Effectively communicate with Project Managers (PM) regarding contract documents, change orders and other contract modifications, approvals, and any additional services-related to subcontractor billings
- Communicate with project managers, vendors, and external parties to manage draw requests/requirements
- Process accounts payable from invoice to payment, beginning with coding invoices to the appropriate job number, cost code, GL account number and obtaining approved invoices from Project Managers for payment.
- Lien waiver maintenance, subcontractor insurance verification, and W-9 maintenance
- Interface with Project Managers and senior management on all aspects of construction accounting
- Assist with A/P entry for employee expenses and general OH costs. A/P entry will also include AIA pay applications
- Respond to inquiries from the Department Managers, Controller, and Project Managers
- Payroll experience preferred but not required
- Assist with special projects as requested
- Ability to work independently with little direct supervision
- Ability to problem solve
- Requires attention to detail, ability to meet deadlines and handle a high volume of work
- Minimum of 5 years' experience in related field.

SKILL, KNOWLEDGE, EDUCATION AND EXPERIENCE:

- Intermediate to advanced computer literacy, including experience in spreadsheets and accounting software.
- A minimum of 5 years of a/p and contract documentation requirements, with at least 2-3 years in A/E environment.
- Knowledge of Timberline Software or other accounting platform, a **plus**.
- Excel knowledge including working with formulas
- A thorough knowledge of standard contract terms, such as: lien waivers, certificate of insurance, AIA G702/703
- Ability to work well with others under deadline situations and respond to changes in priorities.
- Good written and verbal communication skills and strong organizational skills.
- Ability to work independently, take initiative, set priorities and see projects through to completion.
- Employ problem-solving skills and analysis, and report problems to the Controller, as necessary.
- Strong service orientation.
- Knowledge of the project structure in a construction environment.