

Project Accountant

Sun Country Builders is a solidly established, forty-year-old general contractor specializing in the construction and renovation of multi-family housing projects. We have developed strong, repeat client relationships, and we're committed to delivering exceptional quality and service to our clients. Our company culture has resulted in our employees tending to have very long careers with the company

We are seeking to hire a Project Accountant for an upcoming project located in Carlsbad. That person should live in proximity to our Carlsbad, California office.

Description:

The Project Accountant is the primary liaison between Operations and Accounting, and provides Operations with information necessary to perform a construction project. The Project Accountant has immediate responsibility for administering all financial activities associated with Company projects, which includes among other duties contract billings to customers, payments to subcontractors and suppliers, and development of project cost forecasts.

Primary Duties and Responsibilities:

Accounts/Contracts Receivable

- Review contracts and identify contractual terms for purposes of customer invoicing.
- Setup projects for billing in Excel and Sage 300 CRE software.
- Prepare excel monthly draw forms and provide required backup documentation, including job cost reports, change orders, change order logs, lien releases, etc.
- Ensure that customer billings occur on schedule and in conformity with contract requirements.
- Record client billings and cash receipts in Sage.

Accounts Payable

- Audit subcontractor and supplier invoices, and schedule them for approval and payment.
- Track preliminary notices, obtain lien waivers and ensure compliance with all contractual requirements prior to making payments to subcontractors and suppliers.
- Pay subcontractor and supplier invoices weekly pursuant to Company policy and procedures.
- Setup new subcontractors and suppliers in Sage.
- Balance vendor statements, ensuring all invoices and credit memos are posted.

Experience:

- Prefer a minimum of two (2) years of experience as a Project Accountant for a general contractor in the construction industry.
- Prefer substantial experience with all project-related components of Sage 300 Construction & Real Estate (CRE) software, including Accounts Payable, Project Management, and Job Cost modules.
- Ability to effectively employ all elements of Microsoft Office software, and especially proficient in the use of Excel.

Requirements:

- Strong work ethic with the ability to be a team player.
- Positive attitude, great customer service skills.
- Able to prioritize and multi-task while adhering to strict deadlines.
- Must have excellent follow-up on action items.
- Self-starter, able to work independently with little supervision.
- Excellent written and verbal communication and inter-personal skills.
- Goal oriented and well organized.

We offer a competitive compensation and benefits package and an excellent and supportive work environment.