

Korsmo Construction

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(253) 582-6712 | www.korsmo.com

Job Description

Job Title: Senior Project Accountant
Department: Finance and Administration
Reports to: Director of Finance
FLSA Status: Exempt

Summary

Applies principles of project accounting to account for project revenue, costs, and projections.

Essential Duties and Responsibilities include the following.

- Provides support to the Director of Finance.
- Provides various levels of support for project managers
- Reviews, recommends, audits contracts, subcontracts, purchase orders, vendor documents, billings, labor charges/rates, and vouchers to record project transactions per the applicable documents
- Works to improve project cash flow
- Sets up and maintains project accounting in ERP
- Prepares, maintains, and tracks project contracts, SOVs, subcontracts, and purchase orders
- Prepares project billings and substantiation, as well as regulatory reports
- Reconciles project contracts; vendor agreements, including subcontracts; and purchase orders
- Processes vendor payments
- Verifies vendor compliance to subcontracts—certified payroll, insurance, L&I, DOR, ESD
- Assists with client and vendor relations
- Represents company along with project managers at owner billing meetings
- Assists collecting accounts receivable
- Identifies and recommends process improvement
- Maintains cross-trained skills to perform another's duties
- Coordinates project closeout with project managers
- Provides project information to others
- Other duties may be assigned as deemed necessary by management

Supervisory Responsibilities

This position does supervise other project accountants.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Ten or more years of experience in dealing with the General Ledger, project accounting, or

manufacturing. Must be organized and detailed. Bachelor's degree (BA/BS) from a four-year college or university in Finance or Accounting is preferred. Experience with Vista/Viewpoint accounting software systems is required.

Language Skills

Ability to read, analyze, and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Computer Skills

Tested competency at the intermediate to advanced level with MS Windows, MS Office (Word, Excel, Outlook), standard industry databases for personal computers, e-mail, internet access, and internet e-mail. Construction accounting software experience desired; tested competency with complex accounting software mandatory.

Mathematical Skills

Ability to calculate figures and amounts, such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually moderate.

Application

To apply for this position, please send your resume to HR@korsmo.com.