



Project Accountant

About **elements**:

We are placemakers. Be part of a passionate team that creates places that inspire and energize our clients. Headquartered in Denver, Colorado, in the RiNo Arts District, and named as one of the “Top Places to Work” by the Denver Post. Our culture goes beyond the physical space. We believe in the power of community, with guiding principles and core values that provide us the mindset to drive our behaviors when executing strategic and operational plans for our clients.

Job Summary

The Project Accountant role will act as a liaison between the project team and the accounting team. This individual will ensure projects are entered into CORE correctly, and billing is submitted and compliant with contract terms, ensure project revenue is recognized following revenue recognition 606 best practices by implementation of a process for contract tracking and signatures, track progress billing, and ensure projects are compliant and able to receive payment.

The goal of this position is to proactively understand, confirm, and assist in analyzing a project's financials, profitability, and timeliness of billing. Additionally, this position will ensure projects are closed out with the appropriate costings.

Required Skill Sets:

- AIA Billing, and Textura experienced preferred
- Strong Excel skills a must
- Construction experience or project management experienced required
- Strong communication skills and ability to work in a fast-paced team environment

Position Type:

Full-time

Essential Function

- Fill out and submit pay applications following contract requirements
- Work with Project team to create Schedule of Values to bill against
- Fill out all necessary waivers for pay applications
- Responsible for making sure contracted projects are compliant and able to receive payment
- Tracks pay applications to show what is being invoiced through progress billing each month
- Follow up on payments of pay applications that are past due
- Work with Accounts Receivable to ensure money received is applied to the correct project
- Project accountant is responsible for managing payment portals such as Textura and Procore

- Help Project Management, Sales, and Coordination team with contract review related questions
- Help with non-complaint COIs
- Assisting with bonds as needed for projects
- Responsible for setting up projects for OCIP/CCIP
- Tracking and monitoring all contracts for elements
- Tracking and signing Change Orders and making sure Coordinators enter this information correctly into CORE
- Helps manages the coordination team to ensure they are sending closeout documents, O&Ms, Supplier lien waivers to insure final payment
- Other duties as assigned

Education and Experience

- 3 to 5 years of coordinating projects
- Background in accounting or accounting in a construction environment preferred

Salary Range: \$64K – \$87K

If you would like to be considered for upcoming positions, please reach out to hr@workplaceelements.com.

Employee Benefits & Perks

- 3 Weeks of Paid Time Off for full time employees, including paid time off to volunteer
- Employee Health, Dental, And Vision insurance, including FSA and HSA programs
- Life and Disability Insurance
- 401K plan, with access to Financial Planning & Financial Wellness Programs
- Subsidized parking, employee recognition and annual Award Programs
- Super FAC's, annual company outings and other company activities
- Dog Fridays, Employee Purchase Plan for products, and a variety of flex spaces to support work style
- Fitness Room, Outdoor spaces and a Kegeerator / wine in our centralized downtown location

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