



Project Accountant

Department: Accounting / Finance

| Location 2501 Blake Street, Denver, CO 80502

Reports to: Credit and Collections Manager

FLSA Status: Full Time Exempt

| Salary: \$65,000 to \$75,000

Job Summary:

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

Essential Functions

- 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 Procure
- elps manages the coordination team to ensure they are sending closeout documents, O&Ms, Supplier lien waivers to insure final payment
- Other duties as assigned

Required Skills/Abilities

- 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

Education and Experience

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

Work Environment

This is primarily an in-office position.

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 regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 40 hours.

Travel

EEO Statement

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.



This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Signatures

Manager _____ Date _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____