



Project Accountant - Construction

About Us

We are a fast growing design/build general contracting firm located in Oak Brook that services not only the Chicagoland area, but nationally as well. Our previous projects include a wide variety of commercial, corporate, industrial, retail, and healthcare projects. We offer the opportunity for employees to experience a diverse set of projects and work as a team and individually to collaboratively provide the best possible service to our clients.

Job Description

We are looking for a self-starter with strong organizational skills with the ability to prioritize and multitask in a fast paced environment. This individual will have a strong work ethic, excellent QuickBooks and MS Office skills. This individual is responsible for managing the financial information related to projects, as well as keep track of each project's expenses and provide regular reports on project process.

Job Responsibilities

- Month end close for several entities
- Bank account reconciliations
- Balance sheet account reconciliations
- Reconciling accounts payable and accounts receivable
- Accruals
- Journal entries
- Create project accounts in the accounting system
- Analyze and report on financial project administration; profitability, utilization, budgets, and accruals
- Review account totals related to project assets and expenses
- Report on project profitability/status to management
- Ensure all project costs (equipment, material, supplies, misc.) are processed
- Report to management on any opportunities for additional billings
- Investigate all project expenses not billed to customers
- Collaborate with project management team
- Understand what is impacting the project costs and identify anything improperly impacting an assign project
- Review the construction contract requirements for assigned projects (i.e., lump sum or smaller cost-plus)
- Prepare less complex cost-plus project billings, ensuring all allowable costs are billed in a timely manner
- Enter project billings into the system
- Generate and interpret financial records and statements for management
- Close out project accounts upon project completion

Basic Qualifications

- Construction-related business exposure required; especially knowledge of percentage of completion accounting and construction contracts
- QuickBooks
- Detail orientation and organizational skills sufficient to support multiple concurrent projects
- Familiar with AIA contract documents and financial forms a bonus

Education and Experience Requirements

- Bachelor's degree in Accounting or Finance
- Minimum 4 years accounting experience with a minimum of 2 years construction accounting

Job Location: Oak Brook, IL

Hours: Monday - Friday

Schedule: Full-time or Part-time available