

POSITION DESCRIPTION

PROJECT ACCOUNTANT

Office Location: St. Louis

Department: Administrative

Our Project Accountants are responsible for all day-to-day project accounting functions to include accounts receivable, job cost tracking, and contract and document management. Our Project Accountants are the liaisons between the Operations team and the Finance Team, a key role in the organization's success. They are highly organized, adaptable, and able to prioritize tasks while working independently and in a team environment.

A. Essential Functions

1. Setup projects in the accounting system relative to contract terms
2. Assist in project hand-off between estimating and project management team
3. Track and manage contract routing process to include job-specific certificates of insurance and any owner billing requirements
4. Maintain project-related records, including contracts, field/subcontractor tickets, and change orders
5. Review and approve supplier invoices related to a project
6. Review account totals related to project assets and expenses
7. Investigate project variances and submit variance reports to management
8. Confer with receivables staff regarding unpaid contract billings
9. Report on project profitability to management
10. Report to management on any opportunities for additional billings
11. Report to management regarding the remaining funding available for projects
12. Create all project-related billings to customers
13. Investigate all project expenses not billed to customers
14. Respond to requests for more detail from customers
15. Closeout project accounts upon project completion
16. Create and submit government reports related to projects
17. Compile information for internal and external auditors, as required
18. Confer with payables staff to ensure monthly supplier and subcontractor invoices were received and entered prior to processing customer invoices
19. Maintain a system for filing of project documentation both physical and electronic

B. Desired Qualifications

1. Associate's or Bachelor's degree in accounting required
2. Additional certifications that exemplify a desire for continued education preferred
3. Minimum 3 years' relevant work experience in construction accounting
4. Exceptional communication and interpersonal skills
5. Keen attention to detail and an aptitude for problem-solving
6. Able to proactively address potential issues
7. Ability to learn and master various computer programs
8. Significant hands-on experience with industry-specific software
9. Collaborative working style and team-player attitude
10. Positive and encouraging personality
11. Able to work independently with little supervision
12. Highly motivated with a strong work ethic
13. Reliable, trustworthy, and committed to team's success
14. Outstanding organizational skills and ability to prioritize tasks
15. Able to thrive in a high-volume, deadline-driven work environment
16. Experience in ComputerEase and Procore is a plus



COMPANY PROFILE

The UP Companies, one of the region's largest full-service MBE-Certified contractors, offers competitive, all-inclusive solutions for general contractors, owners and facility management professionals. Founded on the ideals of technical excellence, personal responsibility, collaboration and diversity, we pride ourselves on the ability to provide integrated solutions to all clients. Our mission is to exceed the expectations and experiences of our collaborators and clients by utilizing our unique corporate infrastructure to provide safe and innovative solutions, exceptional workmanship, technical excellence and integrity at every level.