

Job Title: Project Accountant
Location: Burlington, NJ or Newtown, PA.
Email resumes to jobs@blrck.com



PRIMARY FUNCTION:

The Project Accountant is fully responsible for the project billing process, including responding to client inquiries, and fulfilling document requirements; in accordance with the established accounting standards and billing policy.

RESPONSIBILITIES:

- Effectively communicate with Project Managers (PM) and Principals-in-Charge (PIC), regarding contract documents, change orders and other contract modifications, approvals, and any additional services-related to billing
- Prepare final invoice package containing draft and final invoices for all billable projects, including all applicable backup for approval by the Project Manager or Accounting Supervisor
- Mail final invoices, file subcontractor, consultant and client invoice copies in the billing folder
- Assess and pursue opportunities for maximization of client billing; communicate with the Project Manager, as to your observations and actions taken
- Research any unbilled issues to optimize the billing possibilities for the billing period
- Maintain the billing folders for all projects, with all the appropriate documents, including expenses, consultant invoices, and monthly invoices, in accordance with standard procedures
- Provide the accounts payables team member with advice on client billing, relative to subcontractor invoicing and reimbursable expenses. It is expected that the Biller maintain a continuous line of communication to clear any open issues
- Work with the cash receipts team member to reconcile variances that occur in the application of cash
- Collect and review subcontractor and supplier lien waiver documents and other owner requirements to expedite collection of monthly payments
- Set up new projects; enter billing codes and Schedule of Values in company system
- Recommend and implement agreed process improvements to the billing cycle
- Prepare special project analyses for the PICs, PMs and others
- Provide year-end support of auditor requirements
- Perform additional assignments, as directed by the Accounting Supervisor
- Communicate and coordinate with the local offices

SKILLS & ABILITIES

- Bachelor's Degree in accounting or business related field
- 5+ years of billing and receivables experience, construction experience required
- Intermediate to advanced computer literacy, including experience in word processing, spreadsheets and accounting software
- A thorough knowledge of standard contract terms, including hourly, lumps sum, not-to-exceed and how they are applied in the billing process
- Ability to work well with others under deadline situations and respond to changes in priorities
- Strong written and verbal communication skills and organizational skills
- Ability to work independently, take initiative, set priorities and see projects through to completion
- Employ problem-solving skills and analysis, and report problems to the Accounting Manager, as necessary
- Knowledge of the project structure in a construction management business environment