



Job Title: Project Accountant
Reports To: CFO
Department: Support Services

The Project Accountant is responsible for processing statements; performing general accounting functions and job based accounting procedures, budgets and schedule of values. The Project Accountant will be responsible for maintaining the billing and receivables for multiple Project Managers and Project Engineers who each manage multiple projects simultaneously. The Project Accountant must have a desire to learn, find answers, and take personal responsibility for quality, timeliness and process improvement.

Responsibilities include:

- Act as first line of communication with our Owners, Customers, Project Managers and other staff and provide timely responses to questions and inquiries
- Maintain project-related records, including contracts and change orders
- Review monthly Work-in-Process reports for completeness and accuracy
- Work closely with Project Managers and perform detailed monthly job cost reviews
- Initialize new projects in Vista for Viewpoint, which is our accounting ERP
- Review bonding requirements per contract and order Payment/Performance bonds if required
- Review insurance requirements and obtain Certificate of Insurance
- Enter approved Project Cost budgets into Viewpoint
- Enter the approved Schedule of Values into Viewpoint
- Authorize the transfer of expenses into and out of project-related accounts
- Investigate project variances and submit variance reports to management
- Enter approved Subcontracts and change orders into Viewpoint
- Produce and send monthly Application for Payment for each job (including release of liens, vendor lien waivers, Customer-specific billing formats, AIA, etc)
- Responsible for Construction Billing and Collections
- Obtain and submit all billing-related close-out documents, incl. final liens, certifications, etc.
- Assist with special projects and other duties as requested

Requirements:

- At least (5) years of experience in construction project accounting
- A Bachelor's degree in Accounting, Finance or related field
- Strong knowledge of project contracts and change order documents
- Must have excellent verbal communication and writing skills
- Familiarity with an integrated Job Cost and Construction Accounting

- Proficiency at the intermediate level in Adobe Acrobat and Microsoft Office; primarily Outlook, Word and Excel
- Ability to prioritize tasks, work effectively under stress, meet short deadlines and take direction

Preferred experience/qualifications/characteristics

- Viewpoint Construction Software
- AIA Construction Software
- Strong communication skills to handle both internal and external personnel
- Ability to troubleshoot and problem solve with a high attention to detail
- Ability to multi-task under pressure
- Ability to prioritize responsibilities to maximize efficiency

We offer competitive wages and benefits, including medical, dental, vision, life insurance, long term disability, vacation, 401k with company match, and much more. *Submit resumes to pmccreary@garmong.net with Project Accountant in the subject line.*

About Garmong

Founded in 1923, and guided by 4th generation leadership, Garmong specializes in the construction management and design-build delivery systems for both public and private sector clients. With offices in Indianapolis, Terre Haute, and Evansville Indiana, Garmong is one of Indiana's premier, negotiated-work, fast-track, commercial-industrial contractors.

Garmong was recently ranked the seventh fastest growing private company in the Indianapolis area by the Indianapolis Business Journal and was a nominee for 2017 General Contractor of the Year through the Indiana Subcontractors Association. Additionally, over the past decade, Indiana University has recognized a Garmong company on four separate occasions with the Kelley School of Business Top 100 Growth Award, Garmong was presented with the 2008 Governor's Half Century Award for longevity and community service and was recognized as a finalist in the Indiana Companies to Watch program presented by the Indiana Economic Development Corporation, its Small Business Development Centers and Purdue University.

For all things Garmong, please check out the newly revamped website: www.garmong.net