

Job Description

Project Accountant

EXEMPT (Y/N): YES

HOURS: 7:30am – 4:30pm Monday - Friday

SALARY: \$65K - \$80K

LOCATION: Corporate Office, Sacramento

DEPARTMENT: Accounting/Administration

SUPERVISOR: Senior Project Accountant

SUMMARY: This position is in person at our Sacramento, CA office. The Project Accountant must be competent in all phases of project accounting including but not limited to compliances, accounts receivable, accounts payable, billings (owner and subcontractor), change orders, and contracts (owner and subcontractor).

ESSENTIAL DUTIES AND RESPONSIBILITIES: These duties describe the minimum activities of this position. These duties are subject to change to accommodate the needs of the company.

- Review and understand prime contract.
- Project setup and maintenance.
- Maintain subcontractor electronic files.
- Subcontractor compliance and insurance tracking.
- Track and maintain project bond and builders risk insurance policies.
- Process owner and subcontractor change orders.
- Accurately process project subcontractor invoices.
- Effectively handle high volume of communication with subcontractors and co-workers.
- Organize and process weekly subcontractor check runs (check, ACH, commercial card).
- Process monthly owner billings and payments.
- Monthly accounts receivable communication to upper leadership members.
- Monthly review of project projections.
- Assist project team with quarterly project presentation.
- Close out completed projects.
- Compile information for internal and external auditors.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma and minimum two years of construction project accounting experience.
- Proficient in data entry.
- Possesses strong respectful communication skills, written and verbal.
- Works independently and meets specific deadlines.
- Ability to collaboratively work well with others and achieve team goals.
- Highly dependable with excellent organizational and time management skills.
- Experienced in: Microsoft Office including, but not limited to Word, Excel, Microsoft Teams
- Experience/knowledge of: LCP Tracker, Certified Payroll, Viewpoint Spectrum Software
- Valid driver's license and good DMV record to operate company vehicle.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Sit for long periods of time.
- Look at a computer monitor for extended periods.
- Use hands and fingers.

- Reach with hands and arms.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee occasionally works near moving mechanical parts; in outside weather conditions and is occasionally exposed to wet and/or humid conditions, and fumes or airborne particles.
- Noise level in the work environment is usually moderate.
- Drug testing is a requirement for employment.

NOTE: Otto Construction is a drug-, smoke- and alcohol-free workplace. Drug testing is a requirement for employment.

Otto Construction is an Equal Opportunity Employer.

Resumes can be sent to Samantha Hoshida at shoshida@ottoconstruction.com