



### Job Description

01/11/2022

**JOB TITLE:** Project Accountant

**DIVISION:** Finance/Accounting

**REPORTS TO:** Controller

**SALARY RANGE:** Competitive Market Range

**EFFECTIVE DATE:** 1/11/2022

#### **SUMMARY:**

Reporting direction to the controller, the Project Accountant will be responsible for the accurate recording monitoring and reporting on ZSI Coatings & Carpentry Projects.

#### **DUTIES AND RESPONSIBILITIES:**

- Shared responsibility with the project accountant team to monitor the AP emails for payables and subcontractors.
- Review vendor statements
- Send payables through workflows to ensure Project Management or Executive Management approval of all payables.
- Reviews and processes all subcontractor payables, including the subcontractor payment applications and T&M work
  - Ensures that subcontractor's payables are within contract constraints and mathematically correct
- Prepares monthly AIA billing packets for Project Managers to create Pencil Copies of invoices.
- Prepares monthly AIA billing to customers which also may include:
  - Partial Lien Releases
  - Final Lien Releases
  - Contractor Affidavits
  - Warranties
  - Sub Subcontractor Lien Releases
- Perform Ticket (T&M) Billing
- Prepare monthly reports for Project Managers and Executive team noting any project variances or additional information on the job performance
- Set-up all new jobs in Timberline
  - Job Estimates
  - Contract Schedule of Values
- Perform customer AR collections
- Follow month end close schedule and ensure departmental deadlines are met



# ZEBBY SULECKI, INC.

## CONSTRUCTION SPECIALISTS

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### **SUPERVISORY RESPONSIBILITIES:**

- None

### **EDUCATION AND EXPERIENCE:**

- Project Accounting Experience 2+ years
- Sage Construction 100 Timberline experience a plus
- BA/BS in Accounting, Finance or Economics

### **COMPETENCIES:**

- Knowledge of construction industry and terms
- Excellent verbal and written and communications skills
- Keen attention to detail with an ability to spot errors
- Strong analytical, organization and time management skills
- Fundamental knowledge of construction techniques, building materials, standards and equipment a plus

### **PHYSICAL REQUIREMENTS:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_