



# Example of Construction Accountant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of construction accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for construction accountant

- Oversee accounts payable, daily cash balance reconciliations and corporate invoices
- Prepare monthly loan draw request for multiple construction projects and monitor job costs projects
- Review and process subcontract and consultant payment requests
- Prepare bank reconciliations and accrual entries
- Monitor subcontractor contracts and commitments
- Performing day-to-day accounting functions such as month end close, variance analysis, financial reporting, AP, AR, and billing
- Maintenance of General Ledger
- Prepare construction and real estate tax returns and projections in accordance with firm and professional standards as directed by engagement leaders
- Issue/set up Purchase Orders
- Monitor job progress and any potential overruns against purchase orders or budgets

## Qualifications for construction accountant

- Three plus years of experience providing attest services in a professional services firm
- Construction & Real Estate experience with demonstrated technical expertise

- Plan and monitor the activities of areas
- Proficient in PC based applications such as Excel
- Good management and organizational skills including the ability to work on several projects simultaneously, meet critical deadlines, and determine the priority of assignments based on deadlines that must be met