



# Example of Construction Accountant Job Description

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Our innovative and growing company is looking to fill the role of construction accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for construction accountant

- Reconcile WIP balance to Owner GL
- Close EAFs in job cost/audit files
- Prepare Capital Reserve Escrow account reimbursement requests to lender
- Capital Reserve escrow analysis
- Prepare and submit construction loan draw to bank
- Prepare journal entries (capitalized interest, construction loan interest, construction loan advances, incidental operations, capitalized operations expenses)
- Reconcile Job Cost to Owner GL
- Review, record and reconcile General Contractor's monthly AIA construction draw
- Prepare daily cash report for Treasury Department (record daily activity, clear outstanding checks in reconciliation/cash reporting using Timberline, reconcile o/s check balance to excel schedule)
- Month end reconciliation and update of cash report

## Qualifications for construction accountant

- 1 or more years construction industry experience required
- Timberline or Viewpoint Software is required
- Construction and Real Estate Tax experience preferred
- 3 years of construction accounts payable experience (with job costing)
- Experience with Sage Software

