



Example of Construction Accountant Job Description

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Our company is growing rapidly and is hiring for a 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

- Create reporting and workflow processes based on translating various business requirements from various D&C personnel, CAMS and partner advocates
- Collaborate with various D&C personnel and external partner advocates to identify, create and implement methods to track cost reduction, process improvement and speed to market within the D&C program
- Provide vision and direction on data related to various D&C initiatives, such as contractor and architect diversity statistics, project recycling
- Lead efforts to develop cost management tools and reporting metrics to assist Design, Construction, and Equipment Managers to better manage project schedules and costs
- Champion with Corporate Accounting and CAMS to ensure project dates are reported accurately so costs can be reported to facilities on a timely basis (to ensure compliance with SOX key controls)
- Directs and guides other D&C personnel and Internal Audit personnel to provide documents and data needed for Contractor and Architect audits, SOX reviews
- Provide final project cost reconciliation on all corporate sponsored projects to ensure project cost complete
- Lead, organize, and manage as e-Builder system administrator and ensure proper system access controls are maintained at all times
- These duties will include system maintenance activities such as setting up projects, users, templates, and assignment of project roles

Qualifications for construction accountant

- Input and access information into the CTI system
- Maintain concentration and think clearly
- 3 years in a position requiring skills/abilities similar or equal to that of a Construction Accountant
- Perform various special projects and ad-hoc analyses as needed
- 5 or more years of Analyst/Accounting background
- Demonstrated knowledge of internal control policies and procedures in a large corporate environment