



# Example of Construction Accountant Job Description

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Our company is growing rapidly and is hiring for a construction accountant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for construction accountant

- Interact with other project groups in relation to cost codes, commitments, change orders
- Management of accounting functions
- Month-end close including all account reconciliations posting journal entries
- Fixed assets and depreciation schedules
- Job cost accounting, including processing AIA billing, lien waivers, accounts payable, accounts receivable
- Ensure division compliance with corporate policies and procedures, Sarbanes-Oxley requirements, and owner/general contractor agreements
- Job Costing and WIP, bank reconciliations, account analysis and journal entries
- Accounts Receivable and cash activity postings, light cash management
- General ledger through financial statements support
- Monthly and quarterly financial statement preparation

## Qualifications for construction accountant

- Expert knowledge of MS Office applications (Excel, PowerPoint, Word, Access)
- Prior technical experience with information management systems preferred
- Ability to prioritize, multitask, adapt, and respond effectively in a dynamic work environment

- Must have Construction Billing experience