

# Accountant II

## Overview

The **Accountant II** is a mid-level professional capable of fulfilling the project accounting and project forecasting requirements of multiple mid-sized projects or a singular large project, including day-to-day interface with project management, client and contractor personnel.

## Responsibilities

- Manage contracts, amendments, insurance, bonds, SOV, Files, and Company Policies
- Conduct timely and accurate review of requisitions and lien waivers
- Manage the monthly project forecast process
- Ensure timely management of accounts receivable and payables
- Manage the project financial closeout
- Develop and maintain positive professional relationships both internally & externally
- Assist with the development of contract abstracts
- Assist with internal and external audits
- Familiar with WIP process

## Qualifications

### KEY COMPETENCIES

- **Communicate Effectively** - Listen to understand and clearly convey information in all forms based on the audience to ensure shared meaning of the message
- **Act Inclusively** - Ensure that actions and behaviors are respectful; show empathy and treat others with dignity. Leverage capabilities and insights of individuals with diverse perspectives, abilities and motivation.
- **Solve Problems** - Identify, prioritize and implement alternatives for a solution.
- **Demonstrate Agility/ Adaptability** - Maintain effectiveness and adjust to change by exploring the rationale, trying new approaches, and collaborating with others to make the change successful. Create an atmosphere of open-mindedness to change.
- **Drive for Results** - Show passion and commitment while delivering on business outcomes. Create a sense of individual ownership and accountability.
- **Champion Innovation** - Identify opportunities for new and improved ways of doing things that result in value added, unique and differentiated solutions.

### EXPERIENCE/EDUCATION

- BS degree in Accounting, Finance, Business or related field
- 3-5 years with CM or General Contractor organization
- Or equivalent combination of education and experience

### KNOWLEDGE, SKILLS & ABILITIES

- Excellent written and verbal communication skills
- Proficient in Microsoft Excel and Word
- Proficient in Procore and Quickbooks
- Understanding of the overall project execution process, including budgeting, project forecasting, cost control, schedule, anticipated cost and project profitability
- Familiarity with construction and pricing components
- Familiarity with construction industry insurance products