



TITLE: Construction Accountant
REPORTS TO: Accounting Manager
JOB STATUS: Full Time, Non-Exempt (Hourly)
LOCATION: Rochester, NY

POSITION SUMMARY

Performs accounting analytical and clerical duties related to the efficient maintenance and processing of construction accounts payable.

ESSENTIAL FUNCTIONS

- Performs high volume data entry of construction accounts payable through job cost system (Timberline and WMS) including reconciling/recording construction credit cards and processing expense reports.
- Monitors daily accounts payable e-mails.
- Coordinates/supply vendors with information needed for Tax Exempt Projects.
- Identifies and resolves invoice balance and payment discrepancies.
- Reconciles vendor statements.
- Updates and maintains vendor information (new information and change of address, etc.), including insurance certificates.
- Communicates with Senior Accountant on check runs for both Single/Multifamily based on timing of draws.
- Prepares Year End 1099's for Construction Companies.
- Prepares closing settlement statements on single family homes and sends to the attorneys.
- Communicates cash requirements to Project Manager to prepare AIA's for draws on Multi Family and send to bank, inspector and architect.
- Prepares draws and draw schedule for single family construction for Accounting Manager to submit to banks.
- Enters and reconciles all construction loan activity.
- Enters cash receipts in accounting software (Sage300/Timberline) for Riedman Construction, including single family home sales.

OTHER RESPONSIBILITIES

- Assists the Accounting Department in any additional projects or assignments as necessary.
- Record keeping of construction projects.
- Various other duties as assigned.

KNOWLEDGE AND EXPERIENCE

- Associate's degree in Accounting or related field of study preferred.
- Knowledge of construction accounting and job cost is preferred.
- Minimum 3 - 5 years of related work experience or a combination of education and experience.
- Must be familiar with the operation and use of standard office computers and bookkeeping programs. Experience with Sage300/Timberline preferred.
- Working knowledge of Microsoft Word and Excel.

SKILLS AND ABILITIES

- Strong organizational and analytical skills with attention to detail are required.
- Excellent oral and written communication skills.
- Ability to multi-task and work within established deadlines with accuracy and ability to follow up.
- Ability to work as a team member.
- Maintain confidentiality in all aspects of work.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 20 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard office environment with low to moderate level of noise.