

Construction Accountant Job Description

- Managing the preparation of monthly invoice packages for all billable projects, including all applicable backup
- Running monthly accounting meetings with the construction/project management team to review upcoming projections/billings
- Setting up new projects in Job Cost and the necessary spreadsheets daily
- Investigating the project variances and submitting these variance reports to the management
- Creating and submitting government reports and tax returns related to the construction project
- Overseeing and handling the creation and approval of all project-related billings to customers to foster good communication and avoid issues
- Reviewing project budgets, including fee structures, staffing, and work plans
- Ensuring a smooth cash flow by auditing, generating, and sending invoices promptly.