JOB DESCRIPTION
Construction Accountant

POSITION SUMMARY:
The Construction Accountant is responsible for assisting the Director of Construction and Controller in controlling and executing all matters relating to the administrative and accounting functions of Costello Construction. This position includes administrative and accounting goals, the plans to meet those goals, working with other employees as necessary, and the follow-up required to ensure the department is moving forward at all times as directed by the Controller. This is a full-time position and reports to the Controller. This position also works closely with the Director of Construction and the owners.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

1. Accept authority, responsibility and accountability for all administrative and accounting procedure, budgeting, cash flow, internal controls, monitoring and preservation of the company assets for Costello Construction.
2. Assist the Controller and Director of Construction with implementing practices and procedures, and completing reports as required (reference Exhibit A for detailed list of responsibilities for Costello Construction).
3. Enter estimates into Project Management, as well as perform any project management duties and responsibilities.
4. Direct these efforts in a manner which accomplishes the goals and objectives of Costello Construction.
5. Comply with and enforce all governmental laws, policies and regulations.
6. Ensure that all company policies and procedures are adhered to by you.
7. Coordinate and communicate on a regular basis with the Controller and Director of Construction while ensuring to advise of any anticipated problems in advance to be able to take corrective action in a proactive basis.
8. Ensure appropriate procedures for financial reporting, record keeping and documentation which maintains files in an orderly, accurate and current manner.
9. Oversee the Chart of Accounts for Costello Construction to accurately reflect cost center income and expenses and general and administrative expenses in order to ensure accurate financial reporting.
10. Coordinate with the Controller, Director of Construction, as well as the owners, to prepare the annual budget and forecasts to ensure cost control and predetermined levels of profit and to enforce the budgets.
11. Maintain all checking and savings accounts and reconcile daily and monthly. Submit the monthly reconciliation to the Controller for approval. Monitor the cash flow and inform the Controller and Director of Construction as well as the owners, of the status of each account.
12. Maintain and increase knowledge in the accounting software for the construction industry as it relates directly to Costello Construction.
13. Perform audits on a regular basis to verify transactions.
14. Oversee preparation of all reports as required.
15. Track all Company assets and liabilities. Maintain files on loans, vehicles, and property.
16. Complete period end financial statements by the 7th of the following month.
17. Coordinate with the CPA firm(s) for Costello Construction to provide information necessary for the CPA to complete reports for the owners.
18. Ensure the confidentiality of all Company records and documents.
19. Periodically review all insurance coverages to ensure that the most economical rates are available to Costello Construction.
20. Ensure the filing and compliance with the Department of Revenue in each of the states that Costello Construction operates.
21. Promote and maintain a positive work environment that shows concern and respect of all employees, vendors and customers by providing excellent customer service to internal and external customers. Lead by example.
22. Stay current with industry changes and innovations which may effect the operations, or client expectations of Costello Construction.
23. Take any reasonable action necessary, within your authority, to carry out the responsibilities of the position in a manner that is ethical and conforms to sound business practices.
24. Maintain and demonstrate professional and technical knowledge by attending seminars, educational workshop training sessions; reviewing professional publications; establishing personal networks; participating in professional societies; becoming involved in community events and always representing the company in a positive professional manner.
25. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Extensive knowledge of accounting and financial reporting methods, specifically in the construction industry.
- Proven ability of people management, organizational and planning capabilities.
- Marked ability to analyze and respond to site/situational problems.
- Excellent communication skills - both oral and written.
- Behavior supports positive work environment. Examples: lead by example, friendly and excellent communication skills both listening and speaking.
- Proven ability to deal with the stresses of meeting deadlines and company goals.
- Considerable skill in problem solving, conflict resolution and dealing with confidential information/situations
- Must have the ability to perform a variety of tasks simultaneously in an accurate and timely manner.
- Ability to support the computer system; and keep up with software technology in the construction industry.
- Knowledge of banking regulations in order to maintain multiple checking and savings accounts as well as real estate trust accounts and procedures.
- Must be able to do business calculations; complete reports with statistical data and mathematical relationships; perform quickly and accurately all computations related to accounting.

JOB REQUIREMENTS:
- Associate degree in accounting, finance and/or management. Bachelor’s degree is preferred in accounting, finance and/or management.
- A minimum of three years of experience in the accounting industry. Accounting experience with a mid-size to large construction company is preferred.
- Must possess extensive computer knowledge and experience with Excel, Word and accounts payable and construction accounting program.
**PHYSICAL DEMANDS:** 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 sit, stand and walk. For up to 12 hours per day, also ability to travel by a variety of transportation vehicles. The employee frequently is required to use hands to finger, handle, or feel objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, occasionally lift up to 50 pounds, or crawl; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.

While performing the duties of this job, the employee regularly works in a climate controlled environment.

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An Equal Opportunity / Affirmative Action Employer
EXHIBIT A

Costello Construction, Inc

Construction Accountant position is responsible for:

**Accounting and Finance:**
1) Prepare financials monthly and update daily.
   a) Construction A/P – Stamp and code invoices, after approval from the Director of Construction, enter into A/P. When receive funding select payments and create lien waivers and mail to subcontractors and vendors. Update draw requests spreadsheet and file invoices at this time.
   b) Track receiving of lien waivers from subcontractors and then submit monthly to title company for funding verifications.
2) Balance daily checking account and reconcile bank statement/s and submit to Director for approval.
3) Prepare and verify 1099-misc information for year end.
4) Prepare the annual budget.

**Insurance:**
5) Organize and track Construction’s insurance; including builders risk, liability, and workers compensation.
   Complete guidelines and due diligence requested by insurance company in regards to subrogation due diligence and safety assurance updates for subcontracts.
6) Track and file insurance certificates from subcontractors…before jobs start and when expire.

**Construction Due Diligence:**
7) Enter estimates into Project Management.
8) Enter monthly draw requests into Job Cost.
9) Prepare job cost analysis statements for Director and reconcile for monthly accounting.
10) Enter and prepare subcontracts (including all supporting documents that go with contracts) and/or project change orders, including any job change orders.
11) Coordinate & ensure compliance on Davis Bacon Projects.
   a) Letters to notify subcontractors, including all supporting documents.
   b) Receive weekly certified payroll…review and submit or direct changes needed with subcontractors and housing authority.
   c) Correspond with SDHDA in regards to staying current on any changes and updated requirements.
12) Prepare sworn contractors statements, Contractors Qualified statement, and AIA documents as requested by owners for each project started.

**Additional:**
13) Continuing education to stay current with industry methods, standards, insurance and technology, through Timberline Users Group, CFMA, and CCIFP accreditation.
14) Complete additional projects as assigned by Owners or Director of Construction.