



## Project Accountant

American Direct is a growing organization with more than 25 years of experience providing all-in-one door and access control services from pre-construction and logistics to installation, training and support. We are experts at delivering security solutions at the physical door opening of any building. For more information about our organization please visit: [www.americandirectco.com](http://www.americandirectco.com)

We are looking for a **Project Accountant** to join our **Project Accountant** team. American Direct is looking for motivated individuals to help our organization continue its expansion across the country. If you have the experience and qualifications outlined below, we want to hear from you!

## Position Overview

- The Project Accountant serves to fulfill the core responsibilities as noted below, while serving as a resource for project information to our client and internal resources.

## Duties and Responsibilities

- Ensure below tasks are completed by team for assigned projects:
- ClientLINK approvals
- Clients setup in ERP
- Certificate of Insurance (COI) requested
- Contracts received in house from client, reviewed and signed
- Collect and process needed change orders
- Invoice WIP
- Process monthly pay applications (AIA)
- Email / mail invoices which do not require AIA
- Collect outstanding A/R
- Post payments
- Establish schedule of values (SOV's )
- Job reconciliations
- Supplier / Final Waivers
- Maintain project related records, including contracts and change orders
- Create and submit government reports related to projects
- Closeout projects upon completion
- Provide weekly update(s) to VP Margin Management on:
- Projects with no contract in house
- Projects with outstanding CO's older than 45 days
- Projects with \$'s invoiced and not submitted for payment
- Projects on A/R with jobsite issues
- Projects on A/R over 60 days "pay when paid"
- Projects on A/R over 90 days
- Be extremely detail-oriented, organized and self-directed.
- Be diligent at follow-up and problem solving.

- Must have excellent written & communication skills
- Respond and react to changing priorities while maintaining focus on any of your other projects
- Maintain a professional demeanor on all levels
- Other duties as assigned

## **Position Requirements**

### ***Required Skills***

- A minimum of three (3) years of experience with invoicing and pay applications
- Accounts Payable and Accounts Receivable working knowledge
- MS Excel
- Candidate will have excellent communication, attention to detail and time management skills
- Candidate will be able to work on multiple projects at a time
- Candidate will have experience interfacing with internal and external clients

### ***Education***

- Education – BS Degree will be preferred

### ***Preferred Skills***

- It is preferred that the Project Accountant possess experience in the construction industry, preferably with emphasis in the specific fields of Doors, Frames, Hardware and Specialties as well as previous experience with AIA Pay Apps and Collections.
- ERP systems experience

## **EEO/Minorities/Females/Disabled/Veterans**

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Bachelor's (Preferred)

Experience:

- Invoicing and Pay Apps: 3 years (Preferred)

Work Location:

- One location

Work Remotely:

- No

Work Location: One location