

Project Accountant

SHAKOPEE, MN

Position description

The Project Accountant is responsible for the contractual and financial operations and support of construction projects. This role will partner with the Project Assistants and Project Managers to administer subcontracts, track insurance certificates and lien waivers, as well as process pay applications, invoices, and purchase orders.

Responsibilities

Subcontract Administrator Duties

- Work with Project Assistants and Project Managers to generate and distribute subcontracts via Procore
- Track the status of subcontracts and sync executed subcontracts between Procore and Sage ensuring execution and compliance
- Collect and track insurance records and ensure that all subcontractors are properly insured and licensed prior to start and throughout the duration of the project
- Process all subcontract change orders including syncing between Procore and Timberline, and record-keeping in both Procore and company job folders
- Collect and save all final statements and lien waivers to company folders
- Manage contractual risks through synchronization of documents (i.e. certificates of insurance, lien waivers.)

Accounts Payable

- Collect monthly subcontractor payment applications, review for accuracy, and prepare for Project Manager review
- Communicate consistently and effectively with subcontractors to reconcile pay application status with respect to original contracts, change orders, and pending change orders
- Establish and maintain a positive working relationship with all subcontractor, supplier, and vendor representatives
- Assist the Accounting Manager/PM in the monthly owner billing by pulling together the backup required based on the owner/contract
- Review all subcontractor and supplier preliminary lien waivers for accuracy
- Track lien waivers and joint check agreements to ensure that any supplier liabilities are met at the time of Subcontractor payment
- Disburse funds to the subcontractors and ensure compliance with all support documentation including lien waivers, insurance certificates, signed agreements, warranty, O&M Manuals, etc.

- Collect and review all general invoices and match with a Vendor Purchase Order when appropriate
- Prepare final statements in Sage at the end of the project and send to subcontractors and suppliers for their review
- Analyze project accounting metrics and each project's financial position monthly and escalate any issues as needed
- Manage vendor set ups in Sage through activating new and deactivating old
- Performs other duties and accounting tasks as assigned

Qualifications

- Two (2)+ year degree in finance or accounting field or three (3)+ years of relevant work experience
- Experience in Procore, Bluebeam or Adobe, Sage 300 CRE, and TimberScan is preferred but not required
- Experience in the construction industry and job cost accounting a plus
- Strong financial aptitude and attention to detail
- Results-orientated with proven ability to organize, plan and prioritize work to meet deadlines
- Excellent verbal, written, and presentation skills; communicates effectively with management, employees, customers, and vendors
- High level of motivation, integrity, and commitment to team and customers
- Strong work ethic with an unwavering commitment to quality and professional work

About Greystone

At Greystone, we don't offer jobs. We offer careers. We offer ample opportunity for career advancement, rewarding work, and a family atmosphere. We offer an excellent benefits package to eligible full-time employees, including: competitive wages, 401(k) retirement plans, profit sharing, health insurance with options for Health Savings Account (HSA) and Flexible Spending Account (FSA), dental insurance, short and long term disability insurance, continuous training with a focus on safety, and more.

Greystone is a general contractor based in Shakopee, Minnesota with offices in Bismarck, North Dakota and Spirit Lake, Iowa. We provide design-build and general construction services to the commercial, industrial and agribusiness industries. We have been in business for 34 years and worked in 31 states.

We highly value the safety of all team members on our construction sites. We demonstrate integrity and value quality, collaboration, and client satisfaction. We also aren't afraid to have a little fun. Learn more at www.GreystoneConstruction.com.

How to apply

Send your resume and a message to HR@greystoneconstruction.com with the following information:

1. Which position you are applying for
2. Why you want to join the Greystone team
3. Your relevant skills and experience