

# JOB OPENING: PROJECT ACCOUNTANT



Denovo is an experienced team of project managers and design experts that serve clients seeking trusted construction partners. Driven to be the next generation of Construction Management services, Team Denovo meets clients where they are and transforms their goals into attainable impactful building projects through an all-inclusive, discovery, design and delivery process. Denovo has proudly partnered with community stakeholders to lay the groundwork for remarkable community assets.

## JOB DESCRIPTION

Our growing construction firm is looking for a dedicated Project Accountant to join our team. In this role, you will perform various functions related to construction projects including set-up, project billing, budgeting, monitoring the progress of projects financially, investigating variances, lien waiver management, contract management, and change orders. This employee will be detail-oriented with the ability to work independently as well as with others in a professional manner.

The ideal candidate is someone who works well in a team, is flexible and highly organized. They will have support from and work closely with Project Managers and report to the Director of Accounting.

## JOB RESPONSIBILITIES

- Processing of accounts receivables and accounts payable.
- Enter new jobs, budgets, labor rate, and other data into accounting software.
- Bill jobs (progress billings and/or complete) as turned in by Project Managers.
- Track project costs against budget and ensure compliance with approved budgeted amounts.
- Reconcile monthly Estimates to Complete (ETC) with Project Managers.
- Perform financial analysis on project profitability, presenting to management.
- Review project files for completeness of required information.
- Track payments made to subcontractors.
- Close out project accounts upon project completion.
- Understand and assist with percent completion/ WIP revenue recognition.
- Ensure past due invoices are resolved before becoming delinquent.
- Administer Construction software, maintaining accurate data and reporting.
- Set up vendors and subcontractors in system; ensure maintenance of current records.
- Obtain W-9s and assist in 1099 preparation and filing.
- Obtain and manage COI's, Bonds, and Contracts from subcontractors.
- Keep team informed of problems or inadequacies noted in day-to-day business operations.
- Ensure coherence to documented policies and procedures.
- Act as liaison between Construction and Accounting departments.
- Aid in research of any new procedures as needed for cost effective analysis.
- Provide accounting support on special projects for Director of Accounting as needed.
- Compile information for external auditors, as required.
- And other items as assigned.

## APPROPRIATE QUALIFICATIONS & SKILLS

- Bachelor's Degree in Accounting, Finance, or closely related field.
- Demonstrate an understanding of Generally Accepted Accounting Principles.
- Construction Accounting experience is preferred.
- Excellent teamwork and communication skills.
- Proficient in general construction software and Microsoft Excel and Word.
- Ability to balance work across multiple projects.

Work environment characteristics 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.

Sit an average of 6-7 hours per workday

Stand an average of 1-2 hours per workday

Walk an average of 1-2 hours per workday

Bend/Stoop – Rarely (1-2 times/day)

Squat – Rarely (1-2 times/day)

Reach Above Shoulder – Rarely (1-2 times/day)

Up to 50 lbs of weight carried – Rarely (0-1 times/day)

Up to 50 lbs of weight lifted – Rarely (0-1 times/day)

## LOCATION

Employee will be based out of Denovo's corporate offices located at:

300 4th Street, West Des Moines, Iowa

Located in the historic Valley Junction.

## EMPLOYEE BENEFITS

Energized Work Environment

401(k) & 401(k) Contribution

Health Insurance

Vision & Dental

Disability

Life Insurance

Paid Time Off

Flexible Schedule

Career Growth Opportunities

## EMPLOYEE STATUS

Exempt.

## EQUAL OPPORTUNITY EMPLOYER

Denovo is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.

## INTERESTED INDIVIDUALS:

Please send your cover letter, résumé, and references to:

**Julie Crane**

jcrane@teamdenovo.com

Explore Denovo at [www.teamdenovo.com](http://www.teamdenovo.com)

