

JOB OPENING: PART-TIME ACCOUNTING SPECIALIST



ABOUT DENOVO

Denovo (Latin for “from the beginning,” “anew”) was created in 2017 when we saw an opportunity in the market to build partnerships that are relational, not transactional. Since then, we’ve developed a relationship-based strategy, meeting our clients where they are, and transforming their goals into attainable, impactful projects. Specializing in improving communities through professional construction solutions, our team, predominantly engaged in such partnerships, has been meticulously created over time, fostering a unique and dedicated culture. Comprised of industry leaders, characterized by a servant leader mindset, we set the bar to exceed our clients’ expectations to the point where they become raving fans of Denovo.

Company Headquarters: 300 4th Street, West Des Moines, Iowa | www.teamdenovo.com

PART-TIME ACCOUNTING SPECIALIST OVERVIEW

Denovo Construction Solutions is seeking a Part-Time Accounting Specialist to support our day-to-day accounting operations. This position is ideal for an accounting professional with approximately two+ years of experience who is looking for a reduced or flexible schedule while continuing to perform meaningful accounting work.

The Accounting Specialist will work closely with our Accounting & Finance Manager and will primarily support accounts payable, accounts receivable, project accounting, employee expense processing, and other transactional accounting functions.

As a construction management company, much of our accounting activity is project-driven. This position will become familiar with individual project budgets, job cost coding, project transactions, and the financial systems used to manage our projects. Experience in construction accounting is helpful but not required; a willingness to learn project-based accounting is essential.

JOB RESPONSIBILITIES

Accounts Payable

- Process vendor invoices and ensure expenses are coded to the appropriate general ledger accounts, projects, and project cost categories.
- Review invoice documentation for completeness and accuracy before routing invoices through the approval process.
- Reconcile company credit card transactions and ensure appropriate receipts and supporting documentation are provided.
- Review employee expense claims for proper documentation, coding, and compliance with company procedures.
- Maintain vendor records, including collecting and maintaining W-9s, certificates of insurance (COIs), and vendor payment information.
- Assist with vendor inquiries, account reconciliations, and resolution of invoice or payment discrepancies.
- Assist with weekly payment processing, including ACH payments and occasional preparation of physical checks.
- Help maintain accurate vendor information for year-end 1099 reporting.

Accounts Receivable

- Assist with preparation of monthly project billings and client invoices.
- Monitor accounts receivable aging and follow up on outstanding invoices when necessary.
- Communicate with clients regarding routine billing questions and payment status.
- Process and record customer payments and prepare occasional bank deposits.

Timecards & Employee Expenses

- Perform first-level review of employee timecards for completeness, appropriate project coding, and obvious errors prior to payroll processing.
- Verify that required timecards have been submitted and follow up on missing or incomplete submissions.
- Perform first-level review of employee expense claims and supporting documentation.

General Accounting Support

- Assist with routine account reconciliations and month-end close activities.
- Help research and correct accounting discrepancies as they arise.
- Assist with recurring accounting schedules and administrative reporting.
- Help identify opportunities to simplify, standardize, or automate recurring accounting processes.
- Provide additional accounting and administrative support as needed

APPROPRIATE SKILLS & ABILITIES

- Minimum two+ years of accounting, bookkeeping, or related financial experience.
- Working knowledge of accounts payable and accounts receivable processes.
- Strong understanding of basic accounting principles and general ledger coding.
- High attention to detail and ability to identify discrepancies before transactions are finalized.
- Strong organizational skills and ability to manage recurring deadlines independently.
- Comfortable communicating with vendors, clients, employees, and project managers regarding routine accounting matters.
- Proficiency with Microsoft Excel and general accounting software.
- Ability and willingness to learn project accounting and construction-specific accounting processes.

WHAT SUCCESS LOOKS LIKE

A successful Accounting Specialist will become a reliable owner of Denovo's recurring transactional accounting processes. AP and AR activity will remain current, project transactions will be accurately coded, employee expenses and timecards will be reviewed promptly, vendor and customer records will remain organized, and cash flow information will be kept up to date.

This role will help create additional capacity within the accounting function, allowing the Accounting & Finance Manager to devote more time to financial forecasting, project and company performance analysis, process improvement, strategic planning, and initiatives that support Denovo's continued growth.

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. 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.

EMPLOYEE BENEFITS

Energized Work Environment Paid Time Off
401(k) Contribution Disability Life Insurance
Health Insurance Career Growth Opportunities
Flexible Schedule

INTERESTED INDIVIDUALS:

Please send your experience and/or resume to:

Caleb Benzing

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