



Position Title: Project Accountant	Location: Rolling Meadows, IL
Supervisor: Sr. Project Accountant, Team Lead	Exemption Status: Exempt
Department: Accounting	Full/Part-Time: Full Time

Company Description

Founded in 1984, Bear Construction Company is a family-owned General Contracting and Construction Management firm located in Chicagoland, completing work throughout Illinois and Wisconsin. In addition to our 85+ full-time professionals, we also employ a large team of union carpenters, laborers and decorators.

Position Overview

The Project Accountant reports to the Sr. Project Accountant, Team Lead and plays a key role in the everyday accounting operations by acting as liaison between the project management and accounting management. The Project Accountant will be responsible for aiding in project setup, tracking project costs, communicating budget variances and driving the invoicing process.

Responsibilities

- Project setup, budget entry and subcontract/purchase order issuance
- Furnish and issue change orders to clients, subcontractors and vendors
- Perform project audits to find and correct system issues
- Review job billing status reports to ensure all projects are invoiced in a timely manner
- Create monthly pay applications for submission to client
- Create time and material tickets
- Work with Staff Accountant(s) to ensure timely delivery of all invoicing documents
- Identify and communicate budget variances to project and accounting management
- Accounts Payable invoice approval, when assigned

Required Qualifications

- 2 to 4 years in a similar accounting role
- Strong attention to detail
- Excellent written and oral communication skills
- Proficiency in Microsoft Office products including Outlook and Excel
- Ability to work with minimal supervision
- Ability to effectively prioritize tasks and meet deadlines
- Ability to accommodate additional responsibilities, as assigned

Preferred Qualifications

- Bachelor Degree in Accounting/Finance or equivalent professional experience
- 3+ year(s) in the Construction Industry
- Experience using Vista by Viewpoint, or a similar construction management software

Opportunities for Growth

Additional responsibilities, cross-training and internal advancement opportunities are a few examples of how Bear Construction Company's management team continually strives to motivate and challenge employees.