



THINK BIG CONSTRUCTION ACCOUNTING

LIST OF SERVICES FOR CONTRACTORS

Monthly Reconciliations

Entering and Coding Transactions
Reconciling Bank and Credit Card Statements
Reconciling Loan and Liability Accounts
Providing Monthly Financial Reports (P&L, Balance Sheet, etc.)

Accounts Payable

Collecting Lien Waivers – Vendors
Communicating with Vendors
Entering Invoices and Applying Job Costing
Managing Vendor W-9s
Paying Bills Through Third-Party Platforms
Preparing and Sending 1099s
Reconciling Vendor Statements Monthly
Tracking Subcontractor Compliance Before Payment

Accounts Receivable

Invoicing & Pay Applications (AIA & Non-AIA)
Customer Communication
Lien Management
Retention Tracking & Invoicing
Schedule of Value Set-Up
Sub-Tier Compliance
Submitting Payment Applications via Online Portals
Tracking and Following Up on Late Payments

Project Set-Up

Request Pre-lien Notices
Request for Certificates of Insurance (COIs)
Reviewing Contracts for Accounting Terms
Setting Up New Jobs in the Software

Payroll

Coding Time to Jobs and Cost Codes
Filing and Paying Payroll Taxes on a Timely Basis
Managing Employee Deductions and Garnishments
Setting Up New Employees in Payroll System
Submitting Payroll to Third-Party Providers
Year-End W-2 Preparation and Filing

Certified Payroll

Certified Payroll Reporting (DIR, Davis-Bacon, LCPTracker)
Maintaining Compliance Documentation
Uploading Certified Payroll and Compliance Documents to Required Portals

Consulting Services

Overhead and Budget Planning
Financial Check-In Meetings
Work-in-Progress Reporting
Construction Accounting Training
Financial Health Reviews and Workflows

Other Services

Tax Prep Support
Cleanup and Catch-Up Services
Software Setup, Training and Migration

Need a bookkeeper who actually understands construction? You just found one. We build our services around how you run jobs, keeping your numbers organized and your projects profitable. We speak your language and provide hands-on, precise accounting built for real contractors, not theory.

FOUNDATION SOFTWARE EXPERTS | SAGE | QUICKBOOKS | JOBTREAD

Think Big Construction Accounting | www.ThinkBigConstructionAccounting.com | 209-214-7540