



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 an accountant who actually gets construction? You just found one. Whether you need help reconciling your books or full-service accounting, we tailor everything to fit how you run jobs. We speak your language: bids, retainage, change orders, and job costing. Our approach is hands-on, accurate, and built for real contractors, not theory.

FOUNDATION SOFTWARE EXPERTS | SAGE | QUICKBOOKS | JOBTREAD

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