

**Job Title:** Project Accountant  
**Location:** Alpharetta, GA  
**Company:** SmithBuilt Construction Group  
**Job Type:** Full-Time *in office*

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## About SmithBuilt Construction:

SmithBuilt is a reputable and growing commercial general contractor specializing in public municipal, and educational projects across Middle and North Georgia. We take pride in delivering high-quality construction services with a focus on safety, integrity, and client satisfaction. As we continue to expand, we are seeking a detail-oriented and highly organized Project Accountant to join our team and work with our operations managers to help manage the financial aspects of our projects.

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## Job Summary:

The Project Accountant will be responsible for managing and overseeing the financials of multiple construction projects. This position will play a key role in maintaining financial accuracy, processing invoices, tracking budgets, and ensuring that all financial transactions are completed in accordance with monthly project timelines and company policies and procedures.

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## Key Responsibilities:

- **Project Financial Management:**
  - Monitor project budgets and ensure financial tracking is accurate and up to date.
  - Prepare and maintain detailed cost reports and budgets for multiple projects.
  - Manage accounting of contingency allocations and subcontractor change orders.
  - Ensure proper coding and allocation of costs to the appropriate project accounts.
- **Project Compliance Management:**
  - Ensure required subcontractor insurance is current before monthly payment processing.
  - Ensure required monthly pay application supporting documentation, such as sub vendor release of liens, are collected before monthly payment processing.
  - Support project management teams as needed.
- **Invoice and Payment Processing:**
  - Coordinate review with project teams, and then process, and track subcontractor and vendor invoices, ensuring compliance with contractual terms.
  - Assist in the preparation of the monthly project progress billing for clients.
- **Cash Flow Management:**
  - Track and forecast cash flow for each project to ensure that costs are on track with expectation.
  - Maintain an aging report and work with project teams to ensure timely collection of client payments.
- **Contract and Change Order Documentation:**
  - Assist with the tracking and documentation of project change orders and amendments to contracts.
  - Ensure that change orders are processed accurately and promptly reflected in financials.

- **Project Reporting and Analysis:**
    - Assist the Controller in the preparation and analysis of financial reports for project managers and senior leadership, providing recommendations for cost savings or financial improvements.
    - Assist the Controller in the preparation of project financial statements and summaries for stakeholders.
  - **Audit and Compliance:**
    - Support the internal and external audit processes, ensuring all financial documentation is properly maintained and compliant.
    - Work closely with project managers and other departments to ensure compliance with company policies and accounting standards.
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## Qualifications:

- **Education:**
    - Bachelor's degree in Accounting, Finance, Business Administration, or related field (preferred).
  - **Experience:**
    - At least 3 years of experience in accounting, with a preference for experience in construction or project-based industries.
    - Familiarity with construction contracts, project cost management, and change order processes.
    - Required Proficiency with Microsoft Office Suite, strong in Excel.
    - Preferred Proficiency with project and accounting software (e.g., Procore, QuickBooks, pVault and myCOI).
  - **Skills, Abilities and Characteristics:**
    - Strong attention to detail and ability to maintain accurate financial records.
    - Ability to manage multiple projects and deadlines in a fast-paced environment.
    - Excellent written and verbal communication skills.
    - Strong problem-solving abilities and analytical skills.
    - A dedicated and personable individual who excels in working collaboratively with others.
    - Knowledge of construction industry accounting practices and job cost reporting.
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## Why SmithBuilt Construction?

- **Competitive Salary & Benefits:** We offer a competitive salary and benefits package, including health insurance, paid time off, and retirement plan options.
  - **Career Growth:** We believe in investing in our employees and offer opportunities for professional development and advancement.
  - **Collaborative Environment:** Join a team of experienced professionals in a supportive and dynamic work environment. We balance hard work and client dedication with team building and promoting a fun work environment.
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## **How to Apply:**

Interested candidates should submit their resume, along with a cover letter detailing their relevant experience, to [jobs@smithbuiltcg.com](mailto:jobs@smithbuiltcg.com) or apply through our website at smithbuiltcg.com. Please include “Project Accountant Application” in the subject line.

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