



Job Title: Project Accounting Assistant (PAA)

Reports To: Project Accountant

Department: Accounting / Finance

Position Summary

The Project Accounting Administrator (PAA) provides administrative and accounting support to the Project Accountant and Controller throughout the lifecycle of construction projects. This role is responsible for accurate data entry, maintaining project financial records, processing invoices, and supporting various accounting functions. The position offers a defined career path with opportunities to advance into a Project Accountant role after demonstrating proficiency and experience.

Key Responsibilities

Assist Project Accountant and Controller with day to day operations of the Accounting Department

- Assist with maintaining accurate Project Financial Records

Notice of Commencement / Notice to Contractor

- Collect and File original Notices to Contractor
- Timely processing of Request for Notice of Commencements.
- Track Interim and Final Lien Releases for each Subcontractor until job is complete.

Subcontractor Compliance

- Ensure all Subcontractors have required documents in order to perform work: Signed Contract, Contract Exhibits and Certificate of Insurance.
- Track all COI's in the Subcontractor Pay Tracker

Data Entry & Financial Processing

- Enter vendor invoices into PVAULT for assigned projects.

- Verify invoice accuracy and ensure proper coding of Supplier Invoices before entry.
- Maintain organized electronic records of the Subcontractor Pay Tracker on Share Drive
- Assist with tracking payment statuses and resolving discrepancies on monthly statements

Administrative Duties

- Organize and maintain project accounting files on the Shared One Drive
- Communicate with project teams, vendors, and subcontractors regarding any missing documents.

Qualifications

- High school diploma required; Associate's or Bachelor's degree preferred
- Previous administrative, accounting, accounts payable, or construction industry experience is a plus.
- Strong attention to detail and organizational skills.
- Ability to learn new accounting software and systems (experience with PVAULT and Quickbooks is a plus).
- Strong communication and time management skills.
- Ability to manage multiple priorities in a fast-paced environment.

Career Growth

This position is designed as a developmental role within the Project Accounting department with possible room for advancement.

The Project Accounting Administrator will receive on-the-job training and progressively assume greater responsibilities, including subcontractor pay application processing and expanded project accounting functions, to eventually prepare for advancement into a Project Accountant role.

This is a full time / in person position in our Alpharetta office.