

Project Accountant
Portland
Job Description
May 2016

The Project Accountant performs project accounting and related duties such as job setup and maintenance in construction software, accounts payable support, processing billings, and customer and project management support. This position will work directly with our Home Performance (HP), Solar and Property Restoration (PR) divisions and the scope of duties may expand over time.

Work is performed under the direction of the Controller or appointed supervisor, with support from other staff members. Work will be reviewed for compliance with Neil Kelly Company standards of paperwork and processes, and for mathematical and technical accuracy.

Work hours will generally be 8:00 a.m. to 5:00 p.m., or another eight hour shift as determined. The regular 40 hour work week will be Monday through Friday. There will be occasional overtime or Saturday work.

Primary Responsibilities

The primary functions of this position include, but are not limited to:

1. HP, Solar and PR Accounting “go to person”.
2. Pull job packet information from CRM to be approved or unapproved.
3. Process manual check requests from HP, Solar and PR for permit fees to respective counties and cities.
4. Preparing billings for construction jobs. Enter billings in construction software.
5. Setting up new jobs and assigning job reference numbers.
6. Enter all job estimates and change orders.
7. Preparing job packages for the monthly commissions cycle.
8. Provide customer service to production department and other departments.
9. Attend training sessions required to remain current in job specific issues.
10. Not all work performed is specifically described and other duties may be assigned as time allows. (see below)

11. Accounts Payable (assist with the daily deposit, enter several batches of AP invoices, assist with cutting AP checks, signing out P.O. books, enter Home Depot invoices, file paid AP invoices, field questions via phone from vendors about payments (occasionally), research if invoices were paid for PM's.)
12. Accounts Receivable (assist with accepting payments from PM's, daily deposit, accepts credit card payments from clients'/project managers, field questions from DC's about DBR retainers and projects.)

General Requirements

This position requires at a minimum, an Associate's Degree in Accounting and 1-2 years of practical accounting experience working in an accounting department or comparable position. Knowledge of Microsoft Office Suite and Timberline accounting software is highly desired and a knowledge of general office procedures and practices is implied.

Skills required for this position are: experience in maintaining a computerized accounts receivable system; accuracy in checking and comparing numbers and other information; legible handwriting and good communications skills (both written and verbal); and ability to establish and maintain effective working relationships with coworkers.

This is an office position, which requires being seated in front of a desk most of the day. This person will be required to use a computer and calculator, write and speak in English, use a telephone and other office equipment. The Project Accountant is expected to abide by the company safety policy, including supporting Neil Kelly's Drug-Free Workplace Policy. As an extension of our commitment to people, planet, and profit – all three, Neil Kelly Company is a Benefit Corporation (State of Oregon) and is certified nationally through the B-Corp. Company employees are expected to support our efforts in that regard. It is expected that company employees will use the adopted philosophy as a guideline for making regular business decisions and participate in related activities as directed by management.

Each company employee is assigned to a workgroup team, which meets at least once a month to discuss company business. The Project Accountant will be expected to be a full participant on his or her team. The ability to work as a member of a team is a requirement for this position.