

PEAK Construction Corporation

Project Accountant Job Description

The Company and Vision

Peak Construction Corporation is a privately held, well capitalized Design/Build firm with annual revenue exceeding \$100,000,000. Over the last 24 years, Peak has successfully operated and provided Design/Build services primarily in the Midwest and Northeast area, including the Chicago region, Illinois, Wisconsin, New Jersey, Missouri, and the Kansas City metro area. Construction management services have been provided across the country, in states including California, Nevada, Michigan, South Carolina, and Pennsylvania. Peak was awarded NAIOP Chicago's General Contractor of the Year in 2012 and 2013 and has continued its growth trajectory going forward. We are headquartered in the Chicago area with an additional office in New Jersey.

The Peak Team

At Peak, we have a culture that promotes self-development and internal as well as external training. Our personality is one of energy, enthusiasm, dynamic problem solving, teamwork, timeliness and having fun in our profession. We believe it is critical to have a high level of communication internally and most importantly between the Peak team and its clients. We remain committed to providing answers and solutions for our clients when and where they need them.

Project Accountant Procedures/Expectations

- Project Billings
- Coordinate with Project Managers to produce month owner bills for projects ranging in total value of \$1M to \$30M
- Prepare all owner pencil draw packages (includes G702, G703, lien waivers and any necessary backup)
- Compile draw documentation for any necessary lenders, title companies or other 3rd parties, including sworn statements and lien waiver packages
- Manage and track any billed stored materials and corresponding documentation
- Review weekly AR reporting, detailing outstanding accounts receivable and discuss collection status with project team
- Evaluate subcontractor bills and other costs to determine proper cost accounting and billable status based on owner contract
- Attend Pencil Draw meetings with ownership on site as necessary
- Project Vendor & Payment Management
- Assist with setup and management of projects in Textura
- Assist project managers in reviewing subcontractor payments applications submitted via the Textura online system
- Oversee imports from Textura online system for invoices and payments
- Reconcile accounts payable and retention billings
- Enter vendor invoices and credit memos as needed
- Make sure all invoices are approved internally in a timely manner
- Send ACH payments and cut checks weekly
- Request, compile, review and track subcontractor lien waivers
- Request, collect and file vendor W-9s

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- Reconcile and import all company credit card transactions and employee expense reports
- Manage vendor compliance as required
- Be the point of contact for subcontractors
- Monitor waiver guidelines
- Handle waiver issues with subcontractors in a diplomatic way to maintain our relationship with subcontractors while providing our lending and development partners the documentation they require
- Project Accounting
- Meet with project managers to forecast total job costs and job profitability
- Create ad hoc project analysis and reporting requested by the project managers, including variance analysis based on project budgets
- Set up new owner contracts and budgets in the accounting software
- Reconcile subcontractor change orders and pay applications as needed
- Work with project managers to track job costing and report actual vs. budget estimates, and to identify variances
- Assist project team with allowance and cost-of-work reconciliations
- Assist with revenue and cashflow projections on projects

Desired qualifications

The ideal candidate will possess the following minimum requirements to be considered:

- Associate's or Bachelor's degree in an Accounting, Finance or business-related field preferred
- Courteous, professional, and good interpersonal skills
- Natural ability to work in a fast-paced environment
- Able to work under general supervision
- Relies on experience and judgment to plan and accomplish goals
- Must have working knowledge of MS Office (Word, Excel)
- Viewpoint and Textura experience a plus