

Construction Accounting Project Coordinator

The Project Coordinator will assist with the project construction draw process, which includes but is not limited to processing accounts payable invoices, reconciling job costs to various reports, preparation of construction draws for lenders and equity partners as well as various administrative duties. *The Project Coordinator will also be responsible for processing overhead invoices as well as distributing all checks issued.*

The Project Coordinator will work closely with upper management *and with the accounting department.*

The ideal candidate will have a background in Construction or Real Estate, *preferably around the draw process.* The Project Coordinator role requires at least 3+ years of prior Accounts Payable experience, and General Ledger Reconciliation experience. The ideal candidate will have a driven, intelligent, organized, professional personality, *and a strong ability to work on multiple tasks.*

Only candidates meeting the minimum requirements will be contacted. ALL INQUIRIES ARE CONFIDENTIAL. Equal Opportunity Employer.

Requirements:

Intermediate accounts payable, intermediate general ledger *and strong construction draw experience.*

Minimum Requirements:

Understanding of Draw Preparation

3+ years of Accounts Payable

3+ years of Bank/General Ledger Reconciliations

Intermediate Excel skills

Preferred Experience:

Construction Draw experience a strong preference

Real Estate experience a plus