

Project Coordinator | Accounting
Dallas, TX

RESPONSIBILITIES

- Assist with the project construction draw process, which includes but is not limited to processing accounts payable invoices, reconciling job costs to various reports, and the preparation of construction draws for lenders and equity partners.
- Construction draw process related administrative duties including revenue invoice preparation, subcontractor compliance issues and assisting Project Managers with transaction questions.
- Process overhead invoices, including administering the payment process that includes both checks and electronic payments.

REQUIREMENTS

- Real estate and real estate construction accounting experience preferred. Preference will be given to candidates that demonstrate a strong understanding of the real estate construction draw process.
- Minimum of 2 years' experience that includes general ledger, general ledger account reconciliation and accounts payable.
- Intermediate Excel skills
- Experience with Yardi and Textura are a plus.

CONTACT

Qualified candidates should email their resume to:

D'Ann Davis | Director | Human Resources | ddavis@streetlightsres.com