



# SENIOR CONSTRUCTION ACCOUNTANT

## Position Description

**LOCATION:** Main Office – Los Angeles, CA

**LEVEL:** This is a level 5 position. Reports to the Assistant Controller and CFO.

### **PURPOSE**

This role is your opportunity to build your leadership skills, enhance your technological skillset in, and find new or more creative and resourceful ways to solve problems. As a Senior Construction Accountant, you will get the chance to take ownership of and apply principles of accounting to record and analyze financial information, including managing job cost attributes in our ERP, responding to Project Management issues, resolving problems, and providing/reviewing financial statement disclosures related to our company's construction activities.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Assist in the implementation and/or maintenance of corporate accounting systems, including setting up projects (jobs), budgets, job costs, cost codes, contracts.
- Prepare and manage process for proper coding of construction invoices (payment applications) and lien releases for contract and vendor invoices. Maintain contract documents including records of lien releases in appropriate files.
- Analyze and review construction status with Project Managers. Participate in cost analyses and provide support for other departments and projects to assist in their accounting needs.
- Prepare and gather materials related to construction and cost accounting matters for internal and external auditors.
- Reconcile sub-ledgers to general ledger balances
- Prepare financial statements
- Perform monthly balance sheet, income statement and changes in financial position/budget variance analyses
- Maintain and reconcile fixed asset schedules
- Additional assignments/special projects as needed

### **QUALIFICATIONS**

- Four-year accounting degree and a minimum of three year's real estate construction/job cost accounting experience, or an equivalent combination of education and experience.
- Knowledge of construction cost accounting and general accounting
- Ability to analyze and interpret accounting data and perform quantitative analyses.



## SENIOR CONSTRUCTION ACCOUNTANT

### Position Description

- Ability to read and interpret construction contracts, lien releases, and other pertinent construction documents.
- Appropriate skills with MS Office, specifically the ability to structure and apply MS Excel solutions that require pivot and look up features as well as charts and graphs.
- Effective analytical, critical thinking, reasoning, and organizational skills.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools, or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 35 pounds. While performing the duties of this job, the employee may occasionally work and visit at the construction sites where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.

### APPLY:

Send resume and cover letter to [HR@kcswest.com](mailto:HR@kcswest.com).