

Position Summary:

The Bookkeeper/Accountant will be responsible for managing day-to-day accounting functions, financial reporting, job costing, payroll, and compliance for construction-related financial activities. This role requires strong knowledge of construction accounting, attention to detail, and the ability to manage multiple projects simultaneously.

Key Responsibilities:

- Maintain accurate and up-to-date financial records for all construction projects
- Perform full-cycle bookkeeping, including accounts payable (A/P), accounts receivable (A/R), bank and credit card reconciliations
- Process payroll and ensure compliance with labor laws and union agreements (if applicable)
- Manage job costing and project budgets; track expenses by job and cost code
- Generate timely financial reports including profit and loss statements, balance sheets, and job cost reports
- Coordinate with project managers to ensure accurate billing and cost tracking
- Prepare and file state and local tax forms, including sales and use tax
- Work with external accountants for tax preparation and year-end closing
- Monitor cash flow and assist with financial forecasting
- Ensure compliance with internal controls and accounting standards
- Maintain vendor and subcontractor records, including W-9s and COIs
- Assist with lien waivers, draw requests, and other project-related financial documentation