

Project Accountant

Walton Construction, Inc. – San Dimas, CA

Job Title: Project Accountant

Location: San Dimas

Job Type: *Full Time*

About the Company

Walton Construction, Inc. is a family owned general contracting company that specializes in mixed-use Multi-Family and Senior Housing developments. We collaborate with non-profit clients on new and rehabilitation projects for family, senior and special needs residents. We are seeking an experienced, self-motivated individual ready to learn and grow with our organization.

Walton Construction Inc. – Project Accountant

Project Accountant's role and responsibilities include, but are not limited to:

- Estimates-original & current
- Process vendor and sub-contractor invoices
- Coding invoices
- Obtain Project Manager approval
- Verify current Labor Compliance
- Verify current insurance
- Manage 3rd party releases
- Disburse payments upon approval and funding

Relevant Skills and Experience

- 2-3 years of experience in of Construction Project Accounting
- Experience in Sage 300/Timberline, and Microsoft Office
- Ability to collaborate with senior management and interact with clients, subcontractors and vendors