

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
- Obtaining Project Manager approval
- Verify Current Labor Compliance
- 3rd party releases
- Disburse payments upon approval and funding
- Track Unconditional Subcontract Release Forms
- Manage project Procore/Sage 300 integrations
- Prepare monthly "Draft" and "Final" Pay Draws per project
- Prepare corresponding Project Change Orders
- Prepare reimbursement invoices
- Process reimbursement & Draw funds received by Walton
- Follow up on collections
- Send out our releases
- Job analysis-working with Project Managers on budgets

Relevant Skills and Experience

- 2-3 years of experience in Construction Project Accounting

- Experience in Sage 300/Timberline, Procore and Microsoft Office
- Ability to collaborate with senior management and interact with clients, subcontractors and vendors