

PROJECT ACCOUNTANT – JOB DESCRIPTION

NIBBI SUMMARY

Nibbi Brothers is a dedicated team of construction professionals servicing our clients and community by building with integrity, innovation and quality. Nibbi upholds the highest standards in job site safety, safe building practices, and employee safety education. Our core markets include commercial developments, community based education facilities, mixed use and multifamily housing, seismic upgrades, historic upgrades, and waterfront projects; we also have a structural concrete division. Over 95% of our projects are negotiated, ranging in size up to \$150 million.

At Nibbi we provide dynamic career opportunities and mentoring for our employees. We are proud of our emphasis on fostering a strong sense of family through caring, mutual respect, and promoting a strong work / life balance. We encourage leadership training and continuing education at all levels. We continuously strive to recruit, develop, and retain the best talent.

POSITION SUMMARY

The Project Accountant's primary responsibility is to support the project team regarding contract modifications, compliance, payments, reports and any other duties related to the project. Accountants are expected to occasionally travel to project sites for job status review meetings. Transportation to these sites will be provided if needed. This position reports to the Senior Accountant.

ESSENTIAL FUNCTIONS

- Manage all accounting related functions for assigned projects.
- Assist project teams with any questions or needs related to the accounting department.
- Manage invoices, payments, and compliance for assigned projects.
- Have an understanding of compliance requirements for assigned projects.

RESPONSIBILITIES

- Process vendor invoices accurately and within assigned timeline.
- Process sub-contractor payments accurately and within assigned timeline.
- Collect and track compliance documents.
- Generate reports including Payroll, A/R, Contract Status, and Job Cost.
- Input owner billings in Timberline.
- Job cost report modification.
- Other related duties as assigned or needed.

QUALIFICATIONS

- Associate or Bachelor's degree in accounting, or similar business degree.
- Minimum 2 years prior experience working as an accountant or bookkeeper.
- Experience in the construction industry preferred.
- Proficient in data entry, accounts payable, accounts receivable and vendor payments.
- Strong communication skills.
- Key competencies are Communication, teamwork, initiative, and dependability.

Technical Skills

- Microsoft Office
- Timberline
- Textura

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee, with or without reasonable accommodation, to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to:

- Sit for long periods of time.
- Look at a computer monitor for extended periods.
- Use hands and fingers.
- Reach with hands and arms.

COMPENSATION & BENEFITS

Comprehensive medical, dental, and vision

Flex plans

Life insurance

Supplemental insurance plans

401K with employer matching

PTO

Holidays

Incentive compensation bonus

Educational reimbursement

Gym membership discount

Nibbi Brothers is an equal opportunity employer.