

**Claremont Property Company**

**Position: Construction Accounting specialist**

**Location: Houston, Texas**

Claremont is looking to add an experienced full-time **Construction Accounting Specialist** to our growing construction company.

**The person we are looking for will need to meet or exceed all on the following list of requirements to be considered for this position.**

**Job purpose:**

The Construction Accounting Specialist plays a crucial role in managing various financial tasks and ensuring the accuracy and efficiency of construction accounting processes including AIA billing, lien notice processing and job cost accounting. The ideal candidate will have a strong background in basic accounting principles, excellent analytical skills, and the ability to thrive in a fast-paced environment.

**Responsibilities:**

- Process and reconcile construction accounts payable and construction accounts receivable transactions accurately and in a timely manner.
- Prepare and verify invoices based in the AIA format, purchase orders, expense reports, and other financial documents related to construction accounting.
- Assist in the month-end and year-end closing procedures, including journal entries, reconciliations, and financial reporting.
- Maintain and update financial records and databases, ensuring compliance with company policies and accounting standards.
- Conduct regular audits of financial data to identify discrepancies or errors and take appropriate corrective actions.
- Assist in budgeting, forecasting, and variance analysis to support financial planning and decision-making processes.
- Collaborate with other departments to provide financial information and support for project management, procurement, and vendor management activities.
- Respond to inquiries from vendors, clients, and internal stakeholders regarding financial transactions and accounts.
- Stay current with accounting regulations and industry trends to ensure compliance and best practices in financial management.
- Perform other duties and special projects as assigned by management to support the overall goals of the accounting department and the organization.

**Qualifications:**

- Bachelor's degree in accounting, Finance, or related field required.
- 8+ years of experience in construction accounting, preferably in general construction.
- Proficiency in accounting software (e.g., QuickBooks, Sage, or similar) and Microsoft Excel.
- Strong understanding of GAAP (Generally Accepted Accounting Principles) and financial reporting standards.
- Excellent attention to detail and accuracy in data entry and financial analysis.
- Effective communication skills, both written and verbal, with the ability to collaborate and interact with diverse teams and stakeholders.
- Proven ability to prioritize tasks, meet deadlines, and work efficiently under pressure.
- Adaptability and willingness to learn new processes and technologies.
- Integrity and professionalism in handling confidential and sensitive financial information.
- Strong work ethic and commitment to upholding ethical standards and best practices in financial management.

### **Compensation and Benefits:**

**Compensation** Competitive salary depending on experience. Salary range \$60,000.00 - \$65,000.00 per year

### **Benefits:**

- Generous vacation plan
- Paid holidays
- Paid sick time off
- Medical, dental and vision coverage for 100% of employee
- 25,000 in term life insurance coverage for employee
- 401(k) plan eligibility after 3 months of employment.

**Job Type:** Full-time

**Work Setting:** In Office.

**Experience level:** 8+yrs

**We are always looking for individuals with the talent and skills required to contribute to our continued growth, success, and culture of safety.**

**Mission Statement** – Delivering the best quality work, SAFELY.