

Description

Welcome to our exciting new opportunity as a Senior Accounting Specialist within Paragon Construction Company, LLC! We are looking for a driven and friendly individual to join our team and assist in various Accounting and Finance tasks. The ideal candidate will be organized, detail-oriented, and possess excellent communication skills. In this role, you will have the opportunity to work closely with our internal teams to verify accuracy of project financials as well as company level finance & accounting results and goals. If you're ready to take on this challenge, we want to hear from you!

Responsibilities

- Work closely with new subcontractors/vendors to get Prequal documents compiled and approved
- Assist with monthly Client billing package preparation as well as follow-up on collection of cash receipts
- Work with Project Executive team to get new project budgets into Project Management Software (Procore)
- Complete monthly Bank reconciliations and month end journal entries
- Prepare and analyze monthly WIP report and do WIP adjustments for month end close
- Provide requested documents to our CPA firm for annual audit
- Assist with quarterly Partner tax payments
- Process and Approve weekly payment distributions to Subcontractor's/Vendor's (Procore Pay) as well as assist Subcontractors with getting setup.
- Assist internal teams as needed
- Conduct research as needed to assist in project decision making
- Ad-Hoc as needed

Requirements

- Experience in the Construction Accounting/Finance is preferred
- Experience with Sage 300 CRE and Procore (project management software) is helpful, but not necessary
- Proficient in Microsoft Office and Adobe
- Strong communication and organizational skills
- Ability to multitask and adjust to changing priorities
- Detail-oriented with excellent problem-solving skills
- Ability to work independently as well as part of a team

Paragon Construction Company, LLC

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