



## **Field Accountant - Manhattan**

The Field Accountant is responsible for tracking the monthly requisitions, general bookkeeping, including but not limited to A/P and A/R for the assigned construction project site. The Field Accountant will ensure prompt payment and proper job coding, follow-up on the status of invoices and tracking payments. S/he will also review for approval all Procure timesheets, maintain subcontractor requisitions and schedule of payments and review AIA contract documents.

### **Duties and Responsibilities:**

1. Review contract documents for financial details to assist Project Managers in project setup
2. Prepare the monthly requisitions using Procure to track employees working hours and billable expenses, as well as consultant's invoices, on each contract
3. Maintain the billing files for all assigned projects, with all the appropriate documents, including expenses, consultant invoices, and monthly invoices, etc.
4. Perform project based work including maintaining physical and digital records related to specific projects, coordinating the intake and management of timesheets and expense reports from project personnel, basic document preparation and proofreading, and the organization of contractual documentation
5. Interface with clients, contractors, and project personnel to ensure the accurate and timely submittal of monthly requisitions and cost reports in accordance with the contract as well as corporate policy and procedures
6. Report on project performance monthly to Corporate Accounting using the prescribed job cost method
7. Spot errors and suggest ways to improve efficiency and spending
8. Protects organization's value by keeping information confidential
9. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
10. Perform other duties and responsibilities as assigned

### **Supervisory Responsibility:**

The Field Accountant has no direct supervisory responsibilities.

### **Qualifications:**

- Bachelor's degree in Accounting, Finance or business-related field required. A minimum of five (5) years of related experience in commercial construction/real estate in a field setting; or an equivalent combination of education, training and/or experience. Proven written and verbal communication abilities; strong planning, organizational and prioritization abilities; proficiency with computer applications, including Microsoft Office suite. Demonstrated ability to read, understand and interpret contract and insurance documents and forms, and make appropriate recommendations. Demonstrate strong interpersonal skills with the ability to work with individuals at all levels, both internal and external.
- Ability to meet deadlines while multi-tasking while working independently and/or in a team.



**Position Title:** Field Accountant

- Understanding and working knowledge of functions performed by Project Administrators including but not limited to creating contracts, commitments, change orders, purchase orders
- Computer and Internet use is required
- Three (3) or more years of monthly, quarterly and annual P&L experience required
- Monthly, quarterly and annual financial closing experience
- Knowledge of state and federal regulations along with commercial construction/development experience preferred but not required
- Experience in Procore and Sage/Timberline preferred but not required
- Experience in QuickBooks helpful
- Experience in other standard accounting software packages preferred
- Maintain confidentiality in all aspects and be flexible and work according to the needs of the field staff and the Corporate Accounting department
- OSHA 10-hour certificated required

**Position Type/Expected Hours of Work:**

This is a full-time position. Days and hours of work are based on project schedules however generally stated Monday through Friday, 8:00am to 5:00pm.

**Travel:**

Field project or projects that may require site to site and site to main office travel only in the Metro NYC area.

**Physical Demands and Work Environment:**

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions limited to work site configurations.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to stand and walk lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

This job operates in a field office environment with usual office working conditions, free of disagreeable elements. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. On an occasional basis, the employee may



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Travel to and work at a job site location or client office location and be in a trailer or other temporary structure. The noise in this work environment may be moderately loud.

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