



Job Description

Position Title: Accounting Specialist

Salary: \$25-\$30 per hour, based on experience

Reports To: Ownership

Department: Accounting

Position Overview

The Accounting Specialist is responsible for supporting the company's financial operations through the accurate processing of accounts payable, accounts receivable, billing, collections, job costing, work-in-progress (WIP) reporting support, and general bookkeeping functions. This position works closely with Sales, Mitigation, Reconstruction, Project Management, and Leadership teams to ensure financial accuracy, timely reporting, accurate project accounting, and effective management of project-related financial activities.

Key Responsibilities:

Accounts Payable

- Process vendor invoices and maintain accounts payable records in an accurate and timely manner.
- Prepare and process subcontractor payments in accordance with company procedures.
- Reconcile vendor statements and resolve billing discrepancies.
- Maintain vendor files, W-9s, insurance certificates, and supporting documentation.
- Assist with 1099 preparation and year-end reporting requirements.

Accounts Receivable & Collections

- Generate and distribute customer invoices for restoration and reconstruction projects.
- Apply customer payments and maintain accurate customer account records.
- Monitor accounts receivable aging and follow up on outstanding balances.
- Communicate with customers, insurance carriers, and commercial clients regarding billing and payment issues.
- Assist in the resolution of invoice disputes and collection matters.
- Maintain payment records and support company cash flow objectives through timely collections efforts.

Job Costing & Project Accounting

- Maintain accurate job costing records and allocate project expenses to the appropriate jobs.
- Review project documentation to ensure billing accuracy and completeness.
- Assist with tracking project budgets, costs, billings, and profitability throughout the project lifecycle.
- Maintain accurate records of project costs, change orders, contract values, and billings to support Work-in-Progress (WIP) reporting.
- Assist in the preparation and reconciliation of monthly WIP schedules by ensuring job cost, billing, and project status information is current and accurate.
- Identify and communicate job cost discrepancies, billing issues, and financial variances to management and project teams.
- Collaborate with Project Managers to verify project financial information, project progress, estimated costs to complete, and budget performance.

- Support month-end and year-end financial reporting processes related to project accounting and WIP reporting.
- Assist management with project profitability analysis and financial reviews.

General Accounting & Bookkeeping

- Reconcile bank accounts, credit cards, and other balance sheet accounts.
- Assist with monthly, quarterly, and year-end closing activities.
- Prepare account reconciliations and support financial reporting processes.

Administrative Support

- Support office management with financial and administrative tasks.
- Assist project managers with job billing and project cost tracking.
- Backup phone support.
- Perform additional duties as assigned.

Qualifications

- Associate's degree in Accounting, Finance, Business Administration, or 3+ years of experience in bookkeeping, accounts payable, accounts receivable, or accounting support.
- Experience in construction, restoration, or service-industry accounting preferred.
- Understanding of job costing and Work-in-Progress (WIP) reporting concepts.
- Working knowledge of general accounting principles and financial reporting.
- Proficiency with accounting software (QuickBooks preferred), Microsoft Excel, and job management systems.
- Strong organizational, analytical, and problem-solving skills.
- Ability to manage multiple priorities and meet deadlines.
- Strong written and verbal communication skills.
- Ability to maintain professionalism and confidentiality when handling financial information.

Systems & Documentation

- Maintain complete and accurate accounting records, job documentation, and financial files.
- Ensure customer accounts, project billings, payment status, job costs, and financial transactions are accurately updated and maintained within the accounting and job management systems.
- Maintain detailed notes regarding billing issues, collection efforts, payment agreements, and account activity.
- Verify the accuracy and completeness of financial data entered into company systems.
- Support audits, compliance reviews, and other accounting-related projects.

Reporting Relationships

- *Reports to:* Ownership
- *Works closely with:* Project Managers, Sales, Customer Service, Mitigation Team, Construction Team, Field Staff, Subcontractors

Compensation & Benefits

- Competitive salary
- Paid Time off and Paid Holidays
- Medical/Dental/Vision
- 401K w/Employer Match