

## **Project Accountant – Heavy Highway at Ghilotti Bros., Inc.**

Ghilotti Bros., Inc. has been awarded a historic and monumental Caltrans project aiding in California's middle mile installation of broadband internet to all. Caltrans region 2 is ours, and if you want to be part of the groundbreaking team to project manage a district or two of this exciting work, apply for one of our open positions now.

Join our Project Management team as Project Accountant to be at the forefront of the growth and project success at Ghilotti Bros. The ideal candidate has accounting experience working for a heavy civil construction company. Our construction work type includes earthwork, paving, underground (wet utilities) and concrete areas of focus, and in this case for our client, CalTrans. The role works closely with the specialized Heavy Highway team and is located onsite at our South Bay (Sunnyvale) office.

The Project Accountant is a key member of the team and responsible for delivering most project accounting functions and the coordination of all accounting facets with our internal corporate finance team. They are deeply engaged in the activities related to effectively communicating with Project Managers (PM) and Project Executives (PX), external clients, subcontractors and partners regarding invoices, billing/collections, change orders, submittals, procurement, project financials, cost management, billings, forecasts, and schedules and other contract modifications, approvals, and any additional services-related to billing; to ensure the project is completed in a quality, profitable, and timely manner.

The vision of the organization is to build great projects for the community in which we live and work, while giving back to the community and treating each other with respect. These values go back to our founder's philosophy that were set in 1914 and have been the foundation to our success through the generations. Thus, GBI has a strong focus on growth and development for all in our organization. This role in the company has room for training, growth, and advancement in the department and company. The Project Accountant plays a key role in this culture and philosophy to partner closely with all levels of the Heavy Highway team, including Field Engineer, Field Supervisors and Project Administrator, and more, and reports to the Project Manager of the Heavy Highway division.

If you are a motivated, positive, and engaging team member that wants to have a purpose and make a difference in a family-based company, apply today. With strong communication, leadership and organization you will succeed in this role.

What a Project Accountant's day could look like:

- Prepare invoices for clients and review draft invoices for appropriate labor and expense charges.
- Ensure accuracy with billing rates. Make appropriate changes and reclassifications as necessary.
- Prepare Extra Work Billings; Apply cost, vendors, Subs and all backup for submission for payment.
- Assist Project Management team in reviewing project costs (budget vs actual).
- Create draft subcontracts and purchase orders (PO) for management team review.
- Manage Purchase Orders including generating requests, obtaining approvals, and tracking billing against PO's.
- Enter contract commitments into accounting system (Sage 300).
- Prepare project financial reports (i.e. WIP, AR aging, project budget vs actual).
- Monitor accounts receivable and support project manager with collection efforts.
- Support the month-end closing process and reconciliations.
- Assist with field timecard processing and submission to payroll.
- Manage local hiring requirements and tracking reports.
- Act as liaison between project team and others such as the corporate accounting department, vendors, clients, subcontractors, etc., to set up meetings, clarify and resolve problems, coordinate work, maintain working relationships all related to the project accounting function.
- Resolve discrepancies on invoices or reports by interacting independently with other departments, vendors and clients.
- Manage all subcontractor close-out documents including warranty certifications and maintenance documents.
- Support the Project Manager with budget estimates by tracking construction expenses across projects over time.
- Maintain all project related records such as construction invoices for subcontractor documents (contracts, W9s, Lien Releases, invoicing, and change orders).
- Maintain project-related records, including billings, expenses, sub-contracts and other documents.

The ideal candidate will possess;

- Bachelor's degree (B.S.) in Business, Accounting or related field preferred
- 3-5+ years of experience in an accounting role
- 2+ years of experience in a construction company
- Knowledge of public work, Caltrans billings
- Demonstrates excellent communication skills with ability and willingness to face challenges, solve problems, and collaborate with others

- Ability to develop strong client relationships
- Demonstrates solid presentation and verbal/written skills
- Computer skills are a must:
  - Proficient in Microsoft Office (Excel, Word, Outlook, Teams)
  - Understanding of accounting program, Sage is a plus
  - Understanding of construction document management programs, HCSS a plus.
- Ability to interpret contracts

This position is exempt. We offer competitive pay along with an extensive benefits package. Salary is DOE. Become part of our growing and successful team with this excellent opportunity.

GBI is committed to creating a diverse environment and is proud to be an equal opportunity employer. It is our intent to maintain a work environment that is free of harassment, discrimination, age, race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression (including transgender), sexual orientation, military or veteran status, citizenship status, or any other status protected by federal, state, or local laws.