



## Senior Project Accountant

### ABOUT US:

Starting out as a fencing and barn builder, Joel Davis founded this company in 1997 after hiring a high school friend. Known for honoring a commitment and reliable delivery, their construction portfolio grew as light projects turned into heavier ones. After seeing an opportunity to add value, heavy equipment was purchased, and in-house crews were established to perform grading and other services. Several years later, after recognizing an industry need for safe and efficient facility and maintenance support, the company diversified to provide industrial services. Now, overseeing four divisions across the Southeast, J. Davis Inc. is proud to encompass New Terrain Grading, J. Davis Construction, JDI Industrial Services - Capital Projects, and JDI Industrial Services - Evergreen Maintenance.

### POSITION SCOPE:

The Senior Project Accountant will report directly to the CFO and will work closely with J Davis' four Division Managers, and their Project Managers, to provide project-based accounting across all four divisions. This position requires a strong working knowledge of construction accounting principles including a firm understanding of job costing and contract revenue recognition.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Project-based accounting including job costing and revenue recognition for multiple jobs of various size and complexity across multiple divisions.
- Work with A/P Manager and A/R Manager to ensure project revenue and job costs are being properly and timely recorded and tracked.
- Oversee new project setup and integration in Procore and Sage with contract and billing terms accurately reflected in both software.
- Responsible for tracking in worksheets, or database software, select company financial, safety and personnel Key Performance Indicators (KPI's).
- Preparation of daily and monthly reports summarizing division and project performance of selected company KPI's for presentation to leadership and support staff.
- Meet regularly with the CFO to review project performance, KPI's, and any other special projects.
- Meet regularly with Division Managers, and their Project Managers, to review project performance.
- Present monthly work-in-progress reports to the President, CFO, and Division Managers.
- Understanding of project management software, knowledge of Procore a plus, and the ability to review and audit project budgets and contracts in Procore.
- Understanding of accounting software, knowledge of Sage a plus, and the ability to review and audit job costs and billings in Sage.
- Strong computer skills with advanced skills in Excel and experience with ERP integration between project management and accounting software.
- Other duties include assisting the CFO as needed.

### SKILLS & ABILITIES:

- Accounting degree with three to five years of related construction accounting experience preferred.
- Understanding of generally accepted accounting principles.
- Intermediate to advanced skills in Microsoft Office suite.
- High level of attention to detail and ability to multi-task.
- Ability to work independently and prioritize a variety of tasks, working under tight deadlines.

- Critical thinking and problem-solving skills.
- Excellent written and verbal communication skills, communicating effectively with employees and clients.

#### **J. DAVIS EMPLOYEE EXPECTATIONS:**

- Maintain company mission and core values:
  - Mission: "We are providers of superior, passionate construction service leaving a positive impact on everyone we involve, while bringing honor to God.
  - Core Values: R.I.S.E – Respect, Innovation, Safety, Ethics.
- Contributes to a positive company culture.
- Self-driven work ethic.
- Takes initiative to meet organizational goals.
- Participates in company called meetings.
- Ability to work independently and in teams.
- Ability to work in a fast-paced environment.
- Good interpersonal skills.
- Trustworthy with confidential information.

#### **REPORTS TO:**

- CFO

#### **SUPERVISORY RESPONSIBILITIES:**

- None

Interested applicants should can apply online, <http://jdavisinc.com/careers/employment-application-form/>, or in person at our Anderson, SC office 109 Nunnally Road, Anderson, SC 29625. Also, interested candidates may submit resumes by email to Stacey Capell, Human Resources Manager, [scapell@jdavisinc.com](mailto:scapell@jdavisinc.com)