

CONSTRUCTION ACCOUNTANT

PBS is a rapidly growing commercial and residential general contractor located in Naples, Florida. If you are interested in joining a locally owned company with over 35 years of construction excellence and a great corporate culture that is focused on more than just the bottom line, provides meaningful work, respects and empowers its team members, and encourages work-life balance, then consider joining PBS Contractors as a Construction Accountant.

The Accountant will perform duties related to general accounting and operations. Responsibilities include accounts receivable billing, accounts payable, vendor management, payroll review and processing (through an outside service), account and bank reconciliations, accounting software administration, preparation of notices to owner and lien releases, and other general and cost accounting duties.

Interested parties should email their resume to: Careers@PBSContractors.com

The primary duties include:

- Preparing monthly billing, processes accounts receivable payments, ensuring payments are charged to proper accounts and projects, issuing credits, reconciling accounts, and resolving inquiries
- Reviewing and auditing invoices, processing and issuing vendor payments, resolving vendor inquiries and issues
- Reviewing weekly time reporting and authorizing payroll processing through outside service provider, serving as payroll system administrator, responding to and resolving team member questions
- Preparing monthly journal entries, reconciling general ledger accounts, analyzing general ledger and job cost transactions, participating in monthly and annual close processes
- Maintaining, vetting, and qualifying trade partner and vendor master lists
- Serving as accounting software system administrator, providing user training to vendors and trade partners, maintaining user database and access
- Reconciling bank and other statements
- Filing notices to owners, managing lien release process, maintaining up to date certificates of insurance
- Performing other duties as assigned

Successful candidates will possess:

- Bachelor's degree in Business Administration, Accounting, or a related field or the equivalent in experience and training.
- Five years of general and cost accounting experience required.
- Familiarity with technology and standard office equipment is required.

- Construction experience or coursework required.
- Extensive knowledge of general and cost accounting and adherence to generally accepted accounting principles
- Excellent communication skills with experience communicating professionally and effectively with clients, vendors, field workers, and team members
- High degree of proficiency with accounting software
- Excellent organizational skills and attention to detail
- Ability to organize, set priorities, and be self-sufficient
- Team orientation
- Proficiency with Outlook and Microsoft Office Products

PBS offers its team members:

- Competitive wages
- Health, dental & vision insurance plans
- Paid time off
- Seven paid holidays
- Flexible scheduling
- Professional Development

PBS is an equal opportunity employer, a drug-free workplace