



JOB DESCRIPTION

JOB TITLE:	Accountant (Project Emphasis)	JOB CODE:	TBD
DEPARTMENT:	Accounting and Finance	FLSA STATUS:	Exempt, Salaried
REPORTS TO:	CFO	EEO CODE:	Professional
		EFFECTIVE DATE:	September 17,2018

POSITION SUMMARY

Westcott Holdings is looking for a Real Estate Development Accountant who will manage the accounts payable process, submit loan draws to lenders and perform month end close accounting as requested by the accounting

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. MANGAGE THE ACCOUNTS PAYABLE PROCESS

- Process invoices for payment
- Coding of invoices to General Ledger or Job Cost.
- Match invoice to subcontractor commitment
- Verify all required paperwork (lien waivers, insurance certifications) have been provided.
- Reconcile Vendor statements
- Prepare weekly check runs for outstanding A/P.
- Collect Tax compliance documents for setting up new Vendors (W-9 and insurance)
- Trouble-shooting with vendor, subcontractor, or internal employees to resolve billing or payment issues.
- Maintain the accounts payable files in an orderly fashion so that paid invoices, disputed invoices, and invoices awaiting payment are always quickly discernible by vendor name and pay date.

2. SUBMIT LOAN DRAWS TO LENDERS

- Complete loan draw requests.
- Prepare and/or analyze loan draws for land acquisition and development activities and house construction activities. Track relationship (dollars and timing) between invoices paid and loan draws received to enable more accurate cash flow projections over time. Maintain positive working relationships with lenders to submit and receive draw requests timely.

3. PROVIDE ACCOUNTING AND FINANCE SUPPORT

- Perform project-level accounting to include calculating, preparing, and entering house closing journal entries. Calculate and enter all house start and house close allocations. Establish completion reserves at the close of a house, and ensure that reserves are relieved as subsequent invoices are received. Track accuracy and provide analysis of reserve activity. Establish, track, and analyze all reserves set for work performed when a house is in the warranty period.
- Perform land accounting, recording purchases of parcels of land, sales of any finished lots, and analyzing per lot costs as requested.

- Analyze and close out job costs at the completion of each type of job (e.g. ensure all land costs incurred are transferred to houses). Setup new jobs in the accounting system as required.
- Assist as required with loan payments, maintaining loan statements to support the balance sheet, calculating interest owed or receivable, and recording corresponding journal entries.
- Prepare timely and insightful account reconciliations for assigned balance sheet accounts. Use reconciliation process to identify account errors or items requiring adjustment and resolve all discovered and known issues within the next closing period.
- Perform year-end close out, account reconciliations and clean up, roll-forward of account balances, and run and archive year-end reports as required.
- Maintain accounting and finance calendar to ensure important dates and activities are completed timely.
- Provide assistance in completing, filing, and paying for general liability, project-level wrap, and builder's risk insurance renewals
- Create and enter journal entries for activities including, but not limited to, deposits and month-end accruals. Maintain the journal entry record in an organized format, including appropriate supporting information, and any explanatory comments that can clearly assist with future research.

4. REPORTING AND ANALYSIS

- Develop and utilize month-end closing checklists to ensure that all close activities are completed fully across all subsidiaries and that all accountants and accounts payable associates are moving toward the month-end close goal at the same pace.
- Develop and perform additional ad hoc or scheduled reporting as requested or as you deem necessary to provide insight into business operations and to allow quicker and better business and investment decision making.

5. GENERAL

- Create and maintain department policies and procedures as requested or assigned.
- Cross-train in all roles in the accounting and finance department to ensure personal growth and to assist with backup coverage
- Work independently with support and management personnel in other departments to learn the full scope of the business and provide a level of support that advances the goals and business plan of the company.
- Perform other duties as requested or assigned by the CFO or other managers.

KNOWLEDGE, SKILLS, AND ABILITIES

- A four-year degree in accounting and basic knowledge of GAAP.
- Job cost accounting is a plus.
- Excellent organizational skills and detail orientation.
- Proficiency in Microsoft Office.
- Candidates must have strong written and verbal communication skills, excellent attention to detail with emphasis on quality and accuracy.
- Ability to work independently as well as in a team environment.

WORKING ENVIRONMENT

The environment and demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job. All reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions to the extent those accommodations do not create a burden for the company as employer.

Physical Demands: 1) employee is frequently required to stand, walk, or sit for extended periods; 2) frequently required to talk and/or hear; 3) occasionally lift and/or move objects up to 40 pounds; 4) occasionally required to stoop, kneel, or crouch; 5) frequently uses hands and fingers to handle, feel or move objects, tools or controls, to reach with hands and arms, and to write; 6) vision abilities include close, color, and peripheral vision as well as depth perception, the ability to adjust focus, and the ability to read; 7) the noise level in this environment is usually quiet to moderate.

Tools and Equipment Used: 1) telephone; 2) computer system; 3) copy and fax machine, typewriter, calculator; 4) first aid equipment and fire extinguisher.