

PROJECT ACCOUNTANT - SPRINGFIELD, NE

Hunt Electric is a national design build electrical contracting firm grounded in the simple, powerful concept of performing efficient, quality work. Our loyalty is to our clients and our communities in more than 40 states. We are continually seeking individuals who are passionate about the electrical design and construction industry who want to contribute to our company growth. If you are driven, love what you do and hold yourself to a standard of excellence, we want to hear from you!

ROLE AND RESPONSIBILITIES

The Project Accountant is responsible for supporting field operations and the finance team through job cost accounting, subcontractor compliance, and budget analysis at a jobsite in Springfield, Nebraska.

- Check, verify and process material invoices to appropriate job number and phases into accounting system through use of company issued purchase orders and subcontracts on a timely basis with high degree of accuracy.
- Reconciles vendor statements to accounting system to verify all liabilities are properly recorded.
- Creates digital image files for all invoices and properly routes invoices through the accounting system to obtain appropriate approvals of purchases made.
- Works with vendor contacts and our purchasing group to identify and resolve any disputed invoices or errors in billing.
- Work with project team to ensure vendor or subcontractor compliance.
- Assist with phase and purchase order setup.
- Assist with phase and purchase order budgets.
- Maintain project equipment list.
- Enter job cost transfers and prepare job reporting.
- Works both independently and as a member of the accounting and finance team to meet department and project reporting goals and deadlines.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or equivalent required
- 2 year Accounting, Business or Finance degree or equivalent experience.
- Knowledge of accounting and bookkeeping principles and procedures.
- Experience in commercial/industrial construction or engineering is preferred with emphasis on project budgeting and costing procedures.
- Ability to communicate professionally with internal and external customers both verbally and in written correspondence.
- Ability to manage multiple tasks and deadlines independently while maintaining a proactive and positive attitude and a high degree of accuracy.
- Advanced skills in Microsoft Office Suite, especially Word and Excel.

- Knowledge of accounting software required.
- Excellent planning and organizational skills.
- Strong analytical skills.
- High level attention to detail.
- Strong customer service skills.

PHYSICAL REQUIREMENTS

- This job operates in an office trailer on a construction site, requiring closed toed shoes at all times, as well as occasional use of a hard hat and eye protection when on construction job site.
- This role routinely uses standard office equipment such as computers, phones, filing cabinets, photocopiers and fax machines.
- Employees are frequently required to sit, and occasionally required to kneel, reach, stoop, or crouch.
- This position requires the ability to lift files, open file cabinets, and bend or stand as necessary.
- This position may occasionally lift up to 10 pounds.

BENEFITS

Hunt offers a competitive total compensation and benefits package, which includes 100% employer paid health insurance, dental insurance, vision insurance, basic life insurance, paid vacation, sick and holiday time, 401(k) Profit Sharing Plan with an employer match and participation in the Employee Stock Ownership Plan.

Apply online today at www.huntelec.com or contact Megan Tragiai at (651) 643-6628!

Hunt Electric Corporation is an Affirmative Action, Equal Opportunity Employer: M/W/Vets/Disabilities