



## **PROJECT ACCOUNTANT JOB DESCRIPTION**

### **About Northern Real Estate Urban Ventures, LLC**

We are a full-service real estate development company who is a leading provider of real estate finance and development services for affordable housing, single-family homes, retail and commercial facilities. NREUV has developed over 7500 units valued at \$2B. NREUV performs development services across the country and currently have projects in Virginia, MD, OH and Washington, DC.

### **GENERAL RESPONSIBILITIES**

- Handles Cost Accounting tasks
- Verifies which projects need to be billed and coordinate the accurate and timely billing with the Project Manager according to contract requirements
- Assists in setting up and maintaining the project accounting files
- Communicates with subcontractors and vendors regarding invoices
- Prepare and Submit Applications for Payment with Required Documentation for Assigned Projects
- Review and Process Subcontractor/Team Partner's Applications of Payment
- Communicate with Project Managers and track payments for subcontractors
- Assist in Maintaining Effective Relationships with Internal and External Partners
- Ensure accurate and timely processing of project accounts payable and accounts receivable
- Research and resolve accounting discrepancies and irregularities in a timely manner
- Assure internal control processes and compliance
- Analyze job cost reports
- Work with project managers to review and prepare draws for lenders and investors
- Recommend and implement agreed process improvements
- Vendor statement reconciliations
- Budget Variance Analysis
- Monitor Property Manager Operating Statements
- Provide year-end support of auditor requirements, which may include research and reconciliation
- Create and submit government reports and tax returns related to projects
- Close out project accounts upon project completion
- Communicate and coordinate with other departments as needed
- Perform any other related duties as required or assigned



### **Requirements**

- Bachelor's Degree in Finance or Accounting
- Three years minimum experience in project accounting for construction and development projects
- Knowledgeable of the Development and Construction process
- Consistent attention to detail
- Must have excellent communication and writing skills
- Ability to work independently
- Ability to work efficiently under deadlines
- Must be a Resident of Virginia, Maryland or Washington D.C.

### **Salary and Benefits**

Commensurate with experience. Healthcare and other benefits available.

Please send resume to NREUV at [gigs@nreuv.com](mailto:gigs@nreuv.com)