

BUILDING AUTOMATION SYSTEMS ACCOUNTANT

Job Description:

We are looking for a dedicated and detail-oriented Project Accountant to join our team. The ideal candidate will manage financial transactions, prepare financial reports, and ensure compliance with accounting principles and regulations. This role offers an opportunity to contribute to our organization's financial health and success.

Roles and Responsibilities:

- Support the national AWS Accounts by ensuring accurate and timely billings.
- Develop working relationships within our organization and with our customers to ensure timely payments.
- Manage budgets, coordinate the subcontractor invoicing process and work in progress for the division.
- Support the Controls Service group with labor tracking and documentation.
- Execute monthly billings through Payee Central and Spectrum.
- Perform reconciliations and analysis related to AWS billing.
- Assist in the preparation of financial reports and statements.
- Participate in audits and provide necessary documentation.
- Support the month-end and year-end closing processes.
- Contribute to process improvements and efficiency

Qualifications and Education:

- Bachelor's degree in Accounting, Finance, or a related field.
- Previous experience in billing to AWS is a significant plus.
- Knowledge of the Property Management industry is a plus.
- Proficiency in Trimble Spectrum and Payee Central is a plus.
- Proficiency in MS Excel is required.
- Excellent communication skills, verbal and written.

Salary Range:

\$75,000-90,000 DOE

Benefits:

We offer an excellent salary and benefits package—paying 100% of medical/vision/dental and prescription premiums for ALL family members. Holaday-Parks is an Equal Opportunity Employer (EOE), including protected veterans and people with disabilities.