
Construction Accountant Resume

Job Objective

Seeking a Construction Accountant position in management support where achieved accounting skills will be developed.

Highlights of Qualifications:

- In Depth knowledge of concepts such as probability, statistical inference and fundamentals of geometry
 - Excellent ability to write and interpret reports, correspondence and government regulations
 - Ability to effectively present to groups of people including employees, vendors and the general public
 - Ability to apply ratio and proportion concepts to situations
 - Ability to interpret instructions in written, oral, diagram or schedule form
 - Proficient in Microsoft Office – Excel, PowerPoint, Visio, Project, Word and Microsoft Access
 - Excellent Analytical and Problem solving Skills
 - Remarkable ability to review and verify accuracy of data
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Professional Experience:

Construction Accountant, August 2005 – Present
Komatsu America Corporation, Lynchburg, VA

- Reconciled job cost detail to the general ledger, closed out old jobs, set up new jobs with the predevelopment cost.
- Assisted the independent auditors with construction cost certifications.
- Maintained construction files for all paid invoices, lien waivers and drew application for all projects.
- Reviewed construction costs (and cost codes) with construction administrator and project manager for payment requests.
- Prepared cost and budget reports to ensure better management of the projects.
- Reviewed all approved construction invoices and oversee payment.
- Prepared & ensured to gather related information for the cost certification, including invoices, lien waivers, insurance certificates and project schedules.

Construction Accountant, May 2000 – July 2005
EQT Corporation, Lynchburg, VA

- Evaluated and inventoried real property and equipment recording information.
 - Generated reports concerning Month, Quarter and Year-End Close Processes.
 - Ensured to update and maintain General Ledger.
 - Constructed loan schedules and draws.
 - Administered partnership accounting for allocations, distributions and reports.
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Education:

Bachelor's Degree in Finance, Bentley University, Waltham, MA

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