
Construction Project Accountant Resume

Job Objective

To obtain a Construction Project Accountant position that will promote growth, stability and opportunity for advancement.

Highlights of Qualifications:

- In – depth knowledge of basic engineering, electricity and mechanical HVAC systems
 - Proficient in using Project Management Tools (CPM, PERT, Gantt Charts)
 - Sound knowledge of financial contracts, temperature controls, and process control systems
 - Sound Knowledge of Lump Sum, Cost Plus, Cost Reimbursement, and or Unit Price contracts
 - Excellent skills in analyzing and evaluating complex data and information
 - Ability to maintain accounting records for special accounts and projects
 - Strong project management skills and an ability to work well with all levels of an organization
 - Trustworthy individual with strong ethics and integrity
 - Excellent Analytical and Problem solving Skills
 - Outstanding attention to detail and time management skills
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Professional Experience:

Construction Project Accountant, August 2005 – Present
Helix Energy Solutions Group, Blackwood, NJ

- Analyzed and reported financial information for assigned projects & regions.
- Facilitated client purchase order tracking & reconciliations.
- Generated client invoices addressing the milestone actualization & forecasting.
- Monitored materials purchased and calculated tax rate applicable for proper Client invoicing adhering to contract terms.
- Coordinated closely with Regional Project Management, Project Controls, & Home Office Project Billing Specialist and provided information for cash flow forecasting.
- Updated project information in the company Accounting System and processed request coordination and other accounts payable.
- Identified and communicated monthly variances for both earnings & cash.
- Managed to identify and monitor areas of financial risk & opportunity, contingency, liquidated damages and unprocessed issues.

Construction Project Accountant, May 2000 – July 2005
Woodco, Inc., Blackwood, NJ

- Administered daily cost tracking research and analysis.
 - Generated daily, weekly, and monthly cost production reports.
 - Appraised Project Budgets and Forecasting.
 - Administered validation of subcontractor invoicing and extra work submissions.
 - Supplemented client invoice preparation, evaluation and modifications.
 - Produced and processed Purchase Order document; and assisted the Project Engineer on the project closeout.
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Education:

Bachelor's Degree in Finance, University of Phoenix, Jacksonville, FL

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