Job Description – Accounting Coordinator

Position Overview

The Project Accounting Coordinator is responsible for managing the financial, bookkeeping, and compliance functions that support project operations. This role ensures accurate and timely processing of payroll, vendor billing, tax filings, employee expenses, and financial reporting. The Coordinator serves as the bridge between project managers, accounting, and leadership to streamline workflows, reduce inefficiencies, and ensure that vendors, subcontractors, and employees are supported effectively.

Location: Wellsville, NY on-site, not remote

Pay Scale: $60,000 - $75,000 annually

Structure: Full-time employee

Benefits: Health insurance, 401(k) match, PTO

Key Responsibilities

Expense Management

- Process sales tax, and state tax filings for the company.
- Coordinate and maintain reporting and compliance.
- Manage employee expense submissions:
    - Ensure expenses are properly approved.
    - Match expenses to job records.
    - Process reimbursements in a timely manner.

Vendor & Subcontractor Management

- Maintain vendor database with W-9 forms, certificates of insurance, and contracts.
- Ensure subcontractors receive accurate 1099s at year-end.
- Serve as the point of contact for vendor billing, questions, and compliance requirements.
- Partner with project managers to ensure vendor onboarding is complete prior to job engagement.

- Vendor credit applications
- Yearly 1099s

Accounts Payable

- Process vendor invoices, purchase orders, and subcontractor bills.
- Match invoices to job records and confirm approval from project managers.
- Ensure timely payments to vendors while maintaining accurate cash flow tracking.
- Reconcile discrepancies between purchase orders, job cost codes, and invoices.

Accounts Receivable

- Generate customer invoices and ensure timely collection of payments.
- Monitor outstanding receivables, following up with customers and project managers as needed.
- Maintain accurate aging reports and escalate overdue accounts.
- Post payments and reconcile to bank deposits.

Support the accounting team in preparing financial statements and reports.

Job Costing & Financial Oversight

- Match job expenses to the correct project records and ensure proper approvals.
- Reconcile vendor invoices, purchase orders, and project-related costs.
- Provide reporting to project managers and accounting to track job profitability.
- Ensure all job-related expenses are recorded accurately and on time.
- Close job activity and reporting
- Viewpoint software management

Compliance & Reporting

- Monitor deadlines for tax filings, licensing renewals, and insurance compliance.
- Maintain accurate records for audits, insurance reviews, and financial reporting.
- Partner with the accounting team on annual filings, payroll reconciliations, and job-cost reports as needed.
- Tax exempt certification management

- Manage prequalification in different states, file annual reports

Cross-Functional Collaboration

- Work closely with project managers to ensure smooth financial workflows.
- Collaborate with HR, accounting, and leadership on company-wide initiatives.
- Provide guidance and training to employees on expense submission and reimbursement processes.
- Administration of PA Department of Transportation ECMS site, contracts and set up
- Labor worksheets

Qualifications

- Associate's or Bachelor's degree in Accounting, Finance, or Business (preferred).
- 3–5 years' experience in construction, accounting, or business operations.
- Strong knowledge of payroll, accounts payable/receivable, and compliance requirements.
- Proficiency in accounting/project management software (e.g., QuickBooks, Viewpoint, Procore, or similar).
- Detail-oriented with strong organizational and problem-solving skills.
- Ability to manage multiple priorities in a fast-paced environment.

Performance Metrics (KPIs)

- Accuracy and timeliness of payroll, tax, and compliance filings.
- Vendor invoices processed and paid within X days.
- Receivables collected within X days of invoicing.
- Monthly reconciliations completed by deadline without errors.
- Job expenses correctly matched to projects at >95% accuracy.
- Reduction in rework/errors flagged by accounting or project managers.
- Vendor and employee satisfaction with financial processes.