

*Edward R. James Homes (Home Builder) located in Glenview, IL  
is looking for a Project Accountant.*

Responsibilities:

- I. Preparation and analysis of financial statements for all entities and combined on a monthly basis.**
  - A. Interface G/L with A/P, A/R
  - B. New Period Set-Up
  - C. Journal Entries, Accruals, Interest, Preference
  - D. Figure Write Off allocations Land Development, Interest, Indirect, Sales according to GAAP
  - E. Depreciation
  - F. Job Cost closed units
  - G. Balance Intercompany Accounts
  - H. Balance Bank Account statements
  - I. Review statements for errors, P&L, Balance Sheet, General Ledger, Gross Profit and Cash Flow
  - J. Send out statements on a timely basis after Controller review
  
- II. Budgeting process control for all entities. Monitor performance of the company and the departments against the budget and identify significant variances requiring corrective action.**
  - A. Enter annual approved budgets into the Impact System.
  - B. Review monthly statements for budget overage on under. Contact department managers for explanation of difference.
  
- III. Job costing each unit to monitor and analyze the progress of homes under construction from an estimating/purchasing/variance/cost-to-complete standpoint to enable upper management to effectively manage operations.**
  
- IV. Oversee and review processing of property tax bills.**
  
- V. Assist as necessary with preparation and submittal of draws (sworn statements) to banks and investors.**
  
- VI. Perform other duties as assigned**

Requirements

- 2-5 years of project accountant experience (construction background a plus)
- Strong computer and organizational skills with excellent attention to detail
- Must have Microsoft Word, Microsoft Excel, Microsoft Outlook experience
- Personal accountability for accuracy of work
- Reliability and being able to multi-task are key attributes

We offer a competitive wage and complete benefit package.

Candidates interested in this position should forward their resume outlining work and salary history to [humres@erjames.com](mailto:humres@erjames.com)

To view Company history go to [www.erjames.com](http://www.erjames.com)