

## Prestige Construction Group, Inc Staff Accountant

The project accounting staff will consist of a staff accountant under the supervision of a controller. The staff accountant will be assigned the responsibility for specific construction projects, processing all overhead/departmental expenses as well as handling the processing of all disbursement checks. The accountant will handle all cost data entries for the jobs as well as maintain the appropriate vendor and subcontractor files in accordance with the company record retention procedures. The accountant will work closely with the subcontract and procurement support person. The accountant will be available to lend assistance to all Project Management staff on an as needed basis in order to assist them in handling their duties.

### **INITIAL JOB ESTIMATE SET-UP**

As construction projects are obtained by the Company, the Operations Managers and Project Managers assigned to the project, in conjunction with the Estimating Department, will prepare the original estimate for the project. This original estimate will be broken down by individual cost code categories showing the original estimated cost, profit, and revenue for the project. The initial job estimate will be prepared in accordance with the standardized job cost coding system used by the company. Once the estimate is complete it will be forwarded to the staff accountant. The accountant will input the original job estimate into the Timberline system. Once the estimate is correctly input into the system, an initial Job Cost and Variance Report will be run by the Project Manager for review to determine that it is properly input and is correct. This initial job cost estimate will serve as a basis for the Timberline job cost monitoring system used by the Company.

### **OWNER BILLING-PREPARATION**

It is the responsibility of the job site staff, in conjunction with the Project Manager and the Operations Managers, to prepare all owner billings on a monthly basis. All billings should be prepared and submitted no later than the last day of each month.

### **COST PLUS OWNER BILLINGS, RECONCILIATION OF GMP BILLINGS**

For all projects which are on a Cost Plus or Guaranteed Maximum price basis, the company's procedure will be that a reconciliation must be done each month to reconcile the monthly owner billing numbers to the Job cost and Variance report for the month as produced by the Timberline accounting system. The responsibility for maintaining the reconciliation will be with the Controller and the staff accountant. The controller and the accountant will prepare a reconciliation of the billing totals to Timberline. The reconciliation will be filed with each individual billing in the billing files in the home office.