



Project services Accountant

We are looking for a Project Services Accountant (PSA) to help support the accounting services for a US based construction company.

Responsibilities include data management, data entries and processing them in Construction Management Software, entering timesheets data, Preparing workflows, trackers, entering AP invoices, reviewing and entering Insurance certificates.

The PSA role plays an important part in our company's Accounting services for Projects' business unit. Ideally the candidate needs to be well-versed in accounting concepts, be self-driven and with good communication in English; as most of the projects under this business unit are for US based clients.

It is foremost to keep up with the quality and diligence in delivering work in time, while working for the accounting services provided to Projects coming in from US based clients.

Essential Functions and Responsibilities

- Enter and review AP invoices in a construction software used by US clients.
- Enter timesheets of employees working under the above said clients.
- Track the data entered in the system by creating detailed logs of the above work.
- Understand the requirements of the project and client; then accommodate the needs in the workflows
- Enter Certificates of Insurance (COIs) in the construction software
- Review the COIs and upload them in the right Sub-contractor data
- Make and create spreadsheets to document the data entered in the system
- Create per diem requests and enter them in the construction software
- All other functions that come under AP process, insurance compliance and timesheet management.
- More processes related to checking documentation of a Sub-contractor before approving for a construction project of the US client.



Requirements

- 2-4 years of proven work experience in accounting processes
- Strong knowledge of accounting concepts, and good hold on language
- Hands-on experience with processes that involve core accounting
- Hands-on experience with use of spreadsheets, MS-Excel.
- Good knowhow of global spectrum of accounting processes
- Experience working in a project based service industry is a plus
- Experience of working with outsourced accounting services is a plus

General

- Is process oriented. Can connect the dots to understand the client requirements and solve a problem.
- Proactive and can multi-task
- Ability to work in a collaborative team environment
- Strong communication (oral and written) and interpersonal skills required to interact with colleagues and internal customers.
- Excellent at troubleshooting issues
- Ability to develop productive business relationships with internal team members through cooperation, courtesy and professionalism
- To play an integral part in project delivery given tight constraints and uncompromising quality
- Can-do attitude
- Proficiency with Microsoft Office
- Contributes to intellectual capital and building technical expertise for the firm

Education

- Bachelor's or Master's degree in Commerce
- Any added certification either in accounting, management is a plus
- Equivalent academic and work experience can be considered.

vConstruct Private Limited
B102, Pentagon P5, Magarpatta City,
Hadapsar, Pune, Maharashtra- 411013, India
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About vConstruct: We are a people driven company united by the passion to build better, smarter and faster by integrating best-in-class technologies with efficient processes in construction project delivery. vConstruct is a wholly owned subsidiary of DPR Construction, USA. For more information, please visit www.vconstruct.in.

DPR Construction is a commercial general contractor and construction manager in USA specializing in technically challenging and sustainable projects for the advanced technology, biopharmaceutical, corporate office, and higher education and healthcare markets. With the purpose of building great things—great teams, great buildings, great relationships—DPR is a truly great company. For more information, please visit www.dpr.com.

Interested candidates should get in touch with us at atvConstructHR@vConstruct.in