Merritt Construction Services, a division of Merritt Companies, is looking for a Construction Accountant to handle their Merritt Construction Services projects at the Baltimore, Maryland office. We are a privately held commercial real estate development company with properties throughout Maryland, Northern Virginia and North Carolina.

To perform the job successfully, an individual should demonstrate the following competencies:

Essential Duties and Responsibilities:

* Review project cost versus budget and adding variance notes
* Entering and tracking job information into accounting software
* Code AP invoices with proper cost category and job information for review by Project Manager
* Record journal entries as needed
* Reconciling job cost reports to balance sheet
* Close jobs and reconcile the GL
* Prepare draw paperwork for review
* Review and reconcile deferred revenue and unbilled values (WIP)
* Running and reviewing monthly reports for accounting package
* Working with corporate accounting on audit questions
* Work with Project Managers to on tracking contracts
* Record construction bad debt
* Ensure correct revenue and costs running through P&L for construction division
* Bi-weekly AR review and follow up with Project Managers on payment status
* Invoicing customers and answering questions on invoices
* Reviewing payroll prior to batch hitting GL
* Other duties as assigned
* The position operates out of our offices in Baltimore

Required Skills and Experience:

* A good candidate will be a self-starter, enjoy learning and trying new things and have a positive outlook.
* Effective prioritization of multiple tasks and deadlines.
* The ability to work with all personality types in a non-structured environment.
* Be able to express ideas and thoughts effectively, exhibit good listening and comprehension and keep others informed.
* Must be able to communicate well with all levels of employees as well as external customers and vendors.
* Must have the ability to work independently and perform a high level of detail with accuracy.
* Knowledgeable of commercial construction management and current industry trends a plus
* Working knowledge of revenue recognition principles, a plus
* Bachelor’s degree in accounting with a minimum of 1-5 years of experience in an accounting role; or equivalent combination of education and additional experience.
* Yardi Job Cost software experience a plus.
* Must be fluent in English
* May be subject to pre-employment background check
* Must pass pre-employment drug screening
* Must have access to reliable transportation

Additional Information

Please email your resume to [employment@merrittproperties.com](mailto:employment@merrittproperties.com) and reference job code MM001201001 in the subject line. If you do not meet ALL of the above criteria, you will not be considered for employment.

Merritt Properties, LLC is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Drug-Free Workplace.

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Requests for accommodation may be submitted by email to [employment@merrittproperties.com](mailto:employment@merrittproperties.com). This mailbox will be checked on a daily basis throughout the duration of the job posting.