

Project Accountant

New York, N.Y.

Columbia Property Trust is currently seeking a **Project Accountant** for our New York office. The Project Accountant will comprehensively support Project Management and Senior Project Accountants in the accounting process of construction and development projects in addition to company portfolio related projects, "3rd party" project management, major development, and other construction-related services. Interface regularly with corporate accounting and property accounting, asset management and leasing; as well as contractors, vendors, and consultants, Partners, Lenders, and other parties involved.

Key Responsibilities:

- Prepare Project Approval Forms in coordination and review with Project Managers, affiliated leases, and related Property Budgets for various Tenant Improvement and Capital Improvement projects, portfolio wide.
- Review and scrutinize incurred invoices, inclusive of AIA billing, comparing the accuracy against the established budget. Upload and process approved invoices within the internal accounting system, RCash. Coordinate timely payments with the Accounting Department.
- Follow up with Project Management team on Tenant Additional Work Orders, confirm acceptance, and bill tenants accordingly for the related work.
- Correspond and collect paperwork from Tenants, Property Managers, and Asset Management to track and process lease driven Tenant Improvement Allowance payments. Coordinate timely payments with the Accounting Department.
- Compose check requests for government agencies, utility companies, etc. for Project Managers and Expeditor as needed throughout the life of each construction job.
- Correspond with new vendors to collect W-9 forms, complete internal paperwork, and coordinate with Accounts Payable to establish their setup within the billing system.
- Complete tax exemption forms, such as ST-8 and ST-124, for applicable projects.
- Respond & investigate all payment inquiries from external vendors and internal departments in a timely fashion.
- Maintain and update the Anticipated Cost Report for major development projects by tracking costs through various logs, such as the Contract and Change Order Logs, using a cost code structure. Coordinate with General Contractors and associated vendors on estimates of anticipated and pending work. Assist Project Managers in the review of those forecasted items and record their accuracy.
- Attend and assist Project Managers during Pencil Requisition Walkthrough meetings at the related jobsite with the General Contractor and Inspectors. Advise of any contract or billing discrepancies and work with the General Contractor's Accounting team to correct the differences.
- Create monthly Draw packages for Lenders per the terms of the Loan Agreements and Capital Calls for Partners based on the conditions of the affiliated Joint Venture Agreements. Compile incurred invoices, while verifying the related cost summary, continuation sheet, & prior billings to ensure the accuracy of the overall costs to date. Distribute the monthly packages to the related parties and continue to pursue funding until its receipt.
- Coordinate with the General Contractor and respond to inquiries from Partners, Lenders, Owner's Representatives, and Inspectors regarding the monthly Draw package, explaining variances and providing additional supporting documentation as needed.
- Correspond with Title Companies monthly to request updated endorsements needed for funding.
- Prepare and maintain cash flow projections for major development projects, incorporating input from Project Managers, Property Managers, Asset Management, and the Property Accounting team.
- Tally the monthly incurred cost on all projects and record the calculated revenue based on the terms of the related Agreements. On a monthly basis, contact all General Contractors and request their percentage of completion to provide an accurate accrual under US GAAP rules.
- Interact with Risk Management Team with respect to project insurance requirements.
- Maintain and update development and construction costs within a historical cost database, adding all new information as it becomes available.
- Comprehensive support to Senior Project Accountant and the Construction team. Develop various Excel spreadsheets, variance reporting, and other documents as needed.

Qualifications:

- Bachelor's in Accounting, Finance, or related field.
- Minimum of five years of related work experience preferred.
- Familiarity with construction and consultant contracts, commercial office leases and work letters, change orders, cost and contract tracking logs, lender requirements, AIA billing, GAAP requirements and financial project closeout strongly preferred.
- Must possess in-depth knowledge of all accounting processes involved in construction and development projects with a primary focus on budgeting, billing, payment, cost control, cost tracking, and cost forecasting, along with projections, accruals, and billing of fees.
- Proficient in MRI, Yardi, Adobe, and Microsoft Office (with emphasis on Excel).

Physical Demands:

The worker is sitting most of the time but will often include tasks involving light work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer terminal and extensive reading. The worker is constantly typing into a computer, and occasionally other office productivity machinery (such as a calculator, copy machine, and computer printer). The worker needs to occasionally move about inside the office to access file cabinets, office machinery, etc. The worker will also need to occasionally visit construction jobsites to review the progress of work, meet with the project management staff, lender inspectors and related parties. These visits may require the use of protective equipment and may entail visiting jobsites where agility is required to move around the site.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Company Background

Columbia owns and operates Class-A office buildings concentrated in New York, San Francisco, and Washington, D.C. With corporate leadership in New York, San Francisco, Washington D.C., and Atlanta, we bring together both local expertise and deep experience in transactions, asset management and repositioning, leasing, and property management. We use these competencies to grow value across our high-quality, well-leased portfolio while maintaining a strong balance sheet.

Columbia is proud to be an Equal Opportunity Employer – Veterans/Disabled and other protected categories.