



Job Description: Project Accountant

Department: Accounting & Finance

Reports To: Controller

Location: Houston, Texas

Job Summary:

DC Partners is seeking a detail-oriented Project Accountant with a background in real estate accounting to support our growing portfolio of projects. This role will be responsible for managing the financial aspects of construction projects, including processing draws, pay applications, lien waivers, and other project-related financial documentation.

Key Responsibilities:

- **Project Accounting:** Track project costs, budgets, and expenditures ensuring accuracy and compliance with project contracts.
- **Draws and Pay Applications:** Prepare and process construction draws, pay applications, and lien releases in accordance with project schedules and lender requirements.
- **Change Order Management:** Track and process change orders, ensuring proper approvals and documentation.
- **Project Costing:** Maintain accurate job cost reports, assisting with project analysis, and budgeting.
- **Accounts Payable/Receivable:** Process vendor invoices, subcontractor payments, and client billings related to assigned projects.
- **Reporting:** Generate project-related financial reports and provide updates to the Controller and project managers.
- **Internal Collaboration:** Work closely with project managers, the accounting team, and external stakeholders to maintain timely and accurate project financial information.

Required Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field.
- 2+ years of experience in real estate accounting, preferably with a focus on construction or development projects.
- Understanding of construction accounting principles, including draws, pay applications, and change orders.
- Excellent organizational and time management skills.
- Proficiency in accounting software (experience with [Specific software used at DC Partners] is a plus).



- Strong attention to detail and commitment to accuracy.
- Ability to work independently and as part of a team.
- Department: Accounting & Finance
- Reports To: Chief Financial Officer (CFO)

To Apply:

Interested candidates should submit their resume and cover letter to rciv@dcpartnersusa.com and CC parel@dcpartnersusa.com