



JUNIOR PROJECT ACCOUNTANT

ABOUT THE COMPANY

Cahill is one of San Francisco's oldest and largest construction general contractors. We recently celebrated our 100th anniversary. This is a private, family-owned environment with a commitment to high quality and relationships. We specialize in multi-unit residential projects, healthcare, schools, and community facilities.

JOB DUTIES

- Coding and inputting a heavy volume of invoices.
- Processing vendor billings.
- Performing daily Accounts Payable tasks.
- Preparing multiple owner billings each month
- Preparing monthly cash flow reports.
- Interfacing with subcontractors and other trade partners, vendors and project team members frequently.
- Performing construction-specific job cost accounting including subcontractor compliance with applicable lien law. Coordinate with other compliance approvals such as insurance, certified payroll, licensing, etc.
- Performing special projects when asked.

DESIRED SKILLS & QUALIFICATIONS

- Have 1-2 years Accounting experience.
- Bachelor's degree in Accounting or related business field or equivalent.
- Have excellent communication skills, multi-tasking skills, and patience.
- Be able to work effectively under deadlines and high pressure.
- Be team-oriented and detail-oriented.
- Have at least intermediate knowledge of Microsoft Excel.
- Vista by Viewpoint software experience a plus
- Previous work experience for a General Contractor in the San Francisco area is preferred

POSITION INFORMATION

- Full-time direct-hire position located in San Francisco's Financial District
- Recent college graduates are encouraged to apply
- Benefits: Employee medical/dental/vision coverage with the option of a PPO or HMO, 401k match, profit sharing, and FSA.
- Workweek is 8:00am - 5:00pm, Mon-Fri.

To apply please email your resume to hr@cahill-sf.com

Cahill is an Equal Opportunity Employer. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.