

Hogan Construction Group LLC seeks a highly motivated Project Accountant for their Norcross, Ga. office. The Project Accountant is primarily responsible for all Subcontracts Payable functions for the Georgia office including:

- Weekly Cash Projections
- Verification of balances and lien waiver review
- Verification and entering of Subcontractor Pay Applications
- Entering Subcontracts and Completing New Company Set Up
- Various other reports as needed by Project Managers and Assistant Controller
- Basic office administrative duties including filing and occasional receptionist duties

Requirements include:

- Basic word processing and spreadsheet knowledge,
- Ability to multi-task,
- 2-4 years experience in the Construction Industry
- Familiarity with Georgia lien laws a plus
- Working knowledge of Construction Accounting Software

If interested please email resume to: [jhogan@hoganconstructiongroup.com](mailto:jhogan@hoganconstructiongroup.com)