

Project Accountant

Since 1980, DynaTen (a Comfort Systems USA Company) has been successfully providing Commercial Service and Construction Solutions to the greater North Texas market. We partner with our customers and understand that technical expertise and flawless execution is what they expect and what DynaTen consistently delivers. That is why customers continue to rely on DynaTen to be their chosen provider for HVAC, Plumbing and Building Automation Controls Service solutions. We offer tremendous long-term career opportunities, excellent benefits, and a positive work environment.

Job Opportunity

DynaTen is seeking a Project Accountant to join our team! This is a key position in our organization with opportunities for growth and advancement. The Project Accountant will work closely and respectfully with Project Managers, Customers and Subcontractors and is responsible for managing full cycle accounts receivable, job setup and compliance, and subcontractor management. The Project Accountant will report to the Controller and has no direct reports.

Our top candidates will represent attributes showing organization, strong verbal and written communication skills, excellent with details, and the ability to work consistently with deadlines and under pressure. Candidate must be flexible, collaborative, and self-motivated with a desire to excel in a fast-paced, goal driven work environment.

Essential Duties

- Job / Customer / Subcontractor Setup and Compliance
- Full Cycle Accounts Receivable
- Manage Lien Filings / Waivers / Bonds
- Contractor Prequalification Submission
- Maintain City Registration for Mechanical and Plumbing Licenses
- Assist the Accounting Manager and Controller with Annual Audits

Qualifications

- Minimum of 5 years' experience in commercial construction accounting
- Basic accounting/bookkeeping knowledge as demonstrated by a four-year degree in accounting/finance or relevant work experience
- Ability to investigate, analyze, and solve accounting problems
- Working knowledge of Microsoft Office required, Intermediate Excel preferred
- Working knowledge of Timberline/Sage software is preferred
- Able to pass a pre-employment drug screen and background check

What you can expect

- Comprehensive benefit package and employer sponsored memberships
- 401k match, PTO, Holiday Pay, and more!

Apply HERE - [PROJECT ACCOUNTANT](#)

EEO Statement – DynaTen is an equal opportunity employer that is committed to diversifying its workforce. DynaTen, Inc does not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status. The statements contained in this document are intended to describe the general nature and level of work being performed by a colleague assigned to this description. They are not intended to constitute a comprehensive list of functions, duties, or local variances. Management retains the discretion to add or to change the duties of the position at any time.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.