

## **Project Accountant**

University Mechanical is currently seeking individuals for Project Accountant at our Palomar Medical Center West hospital job located in Escondido. This individual will be located at the job site and will coordinate payroll, billing/AR and invoice/AP paperwork between the job and the office. Will also be involved in subcontract administration including insurance certs. and files, preliminary lien notices and lien waivers from subs and vendors, petty cash and other responsibilities as required.

### **Educational & Requirements:**

- Must have minimum three years experience in construction accounting (payroll, AR, AP). Accounting degree is a plus but not required, depending on experience.
- Strong analytical, interpersonal, verbal and written communication skills.
- Motivated self-starter, able to work with minimal supervision in a fast paced environment.
- Must be able to manage multiple priorities and adapt to additional tasks as required.
- Must have solid computer skills in Excel, MS Word, etc. JD Edwards/One World and Lotus Notes experience a plus.

UMEC is an Equal Opportunity Employer  
E-mail (preferred) fax, or mail your resume to:  
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