



Construction Accounting Analyst

Unique opportunity for accountants, administrators and construction managers that have IT/ web development experience

Job Description:

Position will be responsible for the accounting, financial management and web site maintenance of PSA's construction / vendor management line of business. Ideal candidates would have experience in accounting, construction management, scheduling and IT/web development. Primary deliverables would include performing accounting / bookkeeping, procurement, vendor management, delivery / project management and supporting web site reporting and updates. Position includes customer service, phone support and miscellaneous administrative duties. Candidate must be self-motivated with an outgoing and friendly attitude and exhibit innovative and creative thinking. Position requires solid organization, multitasking and administrative skills. Candidates must display excellent communication and interpersonal skills as well as strong customer-service, negotiation and conflict-resolution abilities. Candidates must have demonstrated experience in:

- Accounting and financial management
- Construction and or vendor management
- Web site support
- Customer Service

Required Skills, Accreditation & Certifications:

- Degreed in accounting, finance, construction management or IT/web development
- Working knowledge of Microsoft Office Suite, QuickBooks and or Yardi
- Strong writing skills with attention to detail
- Experience / familiarity with accounting and construction management software

Base earnings can range \$20,000 – \$40,000 commensurate with experience

Company Description:

PSA Solutions, Inc. (PSA) is a technology-based company that provides litigation support and asset management solutions to banks and financial service companies. PSA enables banks to more effectively manage risk and minimize ownership expense associated with troubled, criticized and OREO assets. PSA provides an integrated set of solutions that are uniquely tailored to support banks' asset & risk management objectives. PSA is unique such that its clients are limited to the Troubled Asset Group / Work Out / OREO departments of banks and financial service companies.

PSA clients include community, regional and money center banks located in and around the Chicago metropolitan area. PSA's portfolio of properties includes commercial, industrial, single family and multi-unit occupied and vacant buildings.

Send cover letter and resume via e mail to:

Jim Morgan

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