



Cost Accountant

Department: Rush Financial Services
Reports To: Controller
FLSA Classification: Non-Exempt
Date: 07/15/2025

Summary:

We are seeking a detail-oriented and experienced Cost Accountant to join our team. This role is responsible for processing high-volume invoices, ensuring accurate coding to general ledger or job cost accounts, and maintaining the integrity of accounts payable records. On a monthly basis, this role will complete owner billings according to job-specific requirements, track and report open accounts receivable, and work with the project team on customer and/or bank requests. The ideal candidate will have a strong understanding of accounting principles, cost allocation, and vendor management, along with excellent data entry and reconciliation skills.

Key responsibilities include verifying and posting business transactions, reconciling accounts, matching invoices with purchase orders and contracts, ensuring billing accuracy and completeness, and communicating with vendors, subcontractors, owners, and internal teams to resolve discrepancies. This position also supports month-end closing activities and helps track job and overhead costs by preparing reports and collecting required compliance documentation.

Company Profile

The Rush Companies is a fully integrated real estate organization made up of six specialized companies working together to build and maintain communities. Since 1987, we've combined development, construction, and property management expertise to deliver lasting value. Our unified structure allows us to manage every stage of a project in-house, ensuring efficiency, quality, and seamless experience for our clients.

The Rush team is known for its integrity, sound judgment, and commitment to ethical business practices. Whether working with clients, consultants, subcontractors, or suppliers, we prioritize strong relationships and high standards. We carefully select team members who share our values and uphold our unwavering commitment to excellence.

Essential Duties & Responsibilities:

- Accurately post business transactions, process vendor invoices, and verify financial data to maintain accurate accounts payable records
- Review and resolve discrepancies related to invoice items, pricing, purchase orders, and receiving documentation
- Ensure all invoices are properly coded to the appropriate general ledger (GL) accounts, job cost codes, or purchase orders
- Generate and issue customer invoices in accordance with contract terms and billing schedules
- Monitor accounts receivable aging and follow up with customers on outstanding invoices
- Coordinate with project managers and other departments to ensure billing accuracy and timely submission
- Respond to customer inquiries regarding billing, payment status, or invoice details
- Communicate effectively with vendors, customers, and subcontractors to resolve billing or payment-related issues
- Collect and track subcontractor compliance documentation and lien waivers as required
- Prepare job cost and overhead reports by gathering and verifying relevant financial data
- Perform regular account reconciliations to ensure accuracy and completeness
- Assist with month-end close activities, including reconciliations and reporting

Job Qualifications

- 3+ years in a high-volume data entry position
- 3+ years of combined experience processing AP, Billing, and Job Cost-related tasks
- Strong math skills/functionality
- Proficiency with Microsoft Excel, Outlook, and Word
- Proficiency with ten-key and keyboarding
- Ability to keep company and customer confidences
- Strong understanding of accounting principles and cost allocation methods

Education

- Associate's degree in Accounting or equivalent experience

Physical Requirements:

- Ability to lift boxes up to 25 lbs

Compensation:

- Salary range (DOE): \$70,000 - \$85,000 per year
- Annual bonus opportunity based on company and individual performance.

Benefits: Medical, Dental, Vision, Life Insurance, Dependent Care Insurance, HSA, FSA, Employee Assistance Program, Short Term Disability Insurance, 401 (k), 401 (k) Match. Other supplemental plans available upon request.

PTO: 108 hours of paid time off (combined vacation and sick leave) per year

Paid Holiday: 8 paid company holidays annually.

For more information about The Rush Companies, go to:

<http://www.therushcompanies.com/rushcareers>

Equal Opportunity & Drug-Free Employer

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.