# Hannah Lindqvist

## Project Accountant

Denver, CO (303) 555-0194 hannah.lindqvist@email.com linkedin.com/in/hannahlindqvist

## SUMMARY

Project accountant with 5 years in construction accounting, currently handling project accounting for 32 commercial jobs worth $210M in contract value. Produces monthly WIP reporting, AIA billing and job costing reviews in Viewpoint Vista and Microsoft Excel. Works daily with project managers, using clear communication skills to keep billings and budgets aligned.

## EXPERIENCE

### Project Accountant

02/2024 - Present

Front Range Builders Group

Denver, CO

*Commercial general contractor building offices, schools and healthcare facilities.*

- Prepare AIA billing for 32 active jobs each month and submit pay applications by the 25th with lien waivers.
- Run job costing reviews with project managers, correcting miscoded costs that averaged $45K a month.
- Build the monthly WIP reporting schedule using percentage-of-completion revenue recognition on $210M in contracts.
- Track change orders and subcontractor commitments in Viewpoint Vista, cutting unbilled change orders by **40%**.

### Staff Accountant

06/2021 - 01/2024

Mile High Mechanical Contractors

Aurora, CO

*HVAC and plumbing contractor with $60M in annual revenue.*

- Processed 400+ subcontractor and supplier invoices a month, checking each against contract terms.
- Completed account reconciliation for 25 balance sheet accounts within the 6-day close.
- Reconciled retention payable and accrued job cost accounts so audit tie-outs needed no corrections.

## SKILLS

- **Project Accounting**
- **Job Costing**
- **WIP Reporting**
- **AIA Billing**
- **Revenue Recognition**
- **Viewpoint Vista**
- **Microsoft Excel**
- **Account Reconciliation**
- **Attention to Detail**
- **Communication Skills**

## EDUCATION

### Bachelor of Science in Business Administration

University of Colorado Denver

Accounting

Denver, CO

05/2021