Christopher Frazier

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Secure a position with an esteemed company, so that I may grow professionally, while being an asset to the organization.

Authorized to work in the US for any employer

Work Experience

SR. Project Accountant
WeWork
July 2019 to April 2020

• Monitored and forecast capital needs on development projects, including tenant improvements.
• Reviewed and process quotes received from procurement to create purchase orders in Workday.
• Reviewed AIA contracts to identify any mistakes or omitted projects.
• Maintained continuous contact with Project Managers to maintain an up-to-date percentage of work completed for each trade.
• Tracked Lien Waivers for each assigned project.
• Worked with internal Project Manager's and subcontractors Project managers to create Contracts and Change Order.
• Issued Change Orders via Docusign.
• Process change orders and deductions for each assigned project in Workday.
• Track payments in Workday to ensure that each invoice is being approved in time for the scheduled payment date, and ensure that costs do not exceed the budget.
• Complete monthly accruals using percent complete.

Project Accountant
CIM Group
September 2018 to July 2019

• Compiled and assembled draw funding requests for construction/development loans and coordinate with development accounting team at corporate to commit payments to make sure all related checks and wires, ACH are released accordingly.
• Communicated and led monthly meetings with JV partners to cover projects accounting.
• Acted as a liaison between JV partners and the Accounting Manager.
• Completed monthly GC Accrual journal entries for month end close.
• Processed subcontractor payments (AIA Contracts) and ensure all are in compliance.
• Monitored, tracked, and analyzed project costs in relation to budget.
• Collected invoices, process, and code appropriately.
• Provided job cost summary report to project manager for all projects using Yardi.
• Processed Change Orders and Purchase Orders in Yardi.
• Reviewed pay application package from general contractor invoices and initiate the payment process and route for approvals.

• Track payments against contracts, track lien releases and communicate with project managers and the GC to resolve payment issues.

Project Accountant

Wilshire Construction
September 2017 to August 2018

• Processed subcontractor payments (AIA Contracts) and ensure all are in compliance.
• Monitored, tracked, and analyzed project costs in relation to budget.
• Attended pencil draws with Project Managers to ensure pay applications are accurate.
• Collected invoices, process, and code appropriately in Sage 300 ERP System.
• Tracked waivers and update projects preliminary logs.
• Provided job cost summary report to project manager for all projects using Sage 300 ERP System.
• Processed Change Orders and Purchase Orders.
• Prepared billing packages to submit to banks for payment.

Project Accountant

Beco Construction
January 2013 to June 2017

• Collected and processed AIA (American Institute of Architects) contracts, input into Sage 300 ERP Software and Excel.
• Answered questions from subcontractors, clients, and projected manager's questions regarding the projects finances.
• Assisted Project Manager in creating and maintaining project budgets and forecasts using Sage 300 ERP Software.
• Set up new projects in Sage 300 ERP Software according to client contract and insurance.
• Prepared Purchase and Change Orders in Microsoft Excel as directed by the Project Manager to stay in projects budget.
• Completed Budget Revisions as required with each Subcontract, Change Order, or Purchase Order.
• Collected invoices, processed, coded, and logged appropriately into Sage 300 ERP Software and Microsoft Excel.
• Tracked all accounts payable and accounts receivable using Sage 300 ERP Software and Microsoft Excel.

Education

Bachelor of Business Administration in Finance

C.T. Bauer College of Business, University of Houston - Houston, TX
December 2012

Skills

• Excel