

Project Accountant 1

Job summary

As a part of our Engineering Financial Operations Team, a [Project Accountant](https://100hires.com/project-accountant-job-description.html) is responsible for providing high-level financial analysis on a portfolio of projects through their life cycle and must thoroughly understand the financial components of a project and proactively work with Project Managers to monitor and analyze project performance against budget. A [Project Accountant](https://100hires.com/project-accountant-job-description.html) is also responsible for the accurate project set up by the terms and conditions of the contract.

Responsibilities

Work with the project accounting manager, regional financial manager, and project managers.

The majority of your day would be spent monitoring and analyzing project performance financials.

Manage projects from a financial aspect that are assigned to you by the project accounting manager.

Actively participate in project performance reviews

Responsible to review the contract and understand the contract terms regarding project type, the scope of work, and invoicing terms.

Verify the sub-consultant budget is created by the terms as stipulated in the contract.

Must have the ability to identify issues before project profit erosion occurs and assist with the development of a corrective action plan if needed.

Requirements

A four-year degree is preferred, or equivalent work experience; and at least 2-4 years of related experience.

The ability to multi-task and meet deadlines is required.

Need to be outgoing, organized, and detailed. You'll also need to be able to work with and build relationships with a wide variety of people.

Excellent English language skills, written and verbal, are essential to success in this role.

Be able to quickly get up to speed on your assigned projects as well as Michael [Baker](https://100hires.com/baker-job-description.html) International policies, procedures, and databases and acquire an understanding of the [Project Accountant](https://100hires.com/project-accountant-job-description.html) role at Michael [Baker](https://100hires.com/baker-job-description.html) International.

Must have computer skills (Microsoft Office), with a Beginner Level of experience in Excel a must and Oracle Accounting software experience preferred.

General knowledge and understanding of accounting laws and practices.



Project Accountant 2

Job summary

The [Project Accountant](https://100hires.com/project-accountant-job-description.html) is primarily responsible for performing a variety of professional-level duties relating to accounting, financial, and budget analysis. Working independently, under general supervision, this position assists with budget preparation and analysis; monitors funding sources and expenditures; prepares and/or coordinates the preparation of financial reports; maintains financial databases; and performs varied accounting and financial functions in assigned areas including capital projects, escrow, project-related fees, trust, and general fund.

Responsibilities

Ensures that change orders, invoices, and extra services are applied to the appropriate account. Prepares for review and approves the transfers of expenditure or encumbrance from the general fund to appropriate accounts.

Prepares and coordinates special financial reports as they relate to construction projects.

Prepares all construction project reports related to state and local government requirements.

Maintains, updates, and reconciles the annual Capital Asset Management Plan (CAMP) related to building improvements.

Track in coordination with project managers, all commitments, purchases, and outstanding project expenses. Analyzes project encumbrances and expenditures including cash flow, fees, retentions, and general ledger reconciliation.

Maintains Project management reporting software system including reconciliation of financial data between the Chancellor Office accounts (SAM) and University records.

Maintain accounting and reporting requirements for third-party contracted-out projects (JOC).

Prepares project reports and reconciles all budget augmentations and adjustments, prepares/updates monthly and quarterly project cash flow projections, and reconciles actual year-to-date and project expenditures.

Generate financial forecasts for in-process construction projects and annual capital planning reporting requirements.

Monitors and reconciles expiration of funding sources and renewal requirements from the Chancellors' office.

Monitors funding sources and expenditures, including capital outlay, trust, escrow, and foundation accounts, and coordinates the preparation of related monthly reports.

Assists in the preparation of the annual and mid-year budgets. Conducts analysis and reports on deviation from budget parameters.

Analyzes services operations, performs carry-forward analysis, and assists in the development of distribution procedures and budgets for campus indirect cost distributions.

Prepares overtime and charge-out budgets. Monitors costs and assists University Accounting in resolving transaction issues.

Monitors the construction projects and utility databases to ensure that they are updated accurately.



Assists with coordinating all aspects of complex service and public works contracts and prepares requisitions for each proposal.

Provides reports and information to Planning, Design, and Construction as needed.

Provides computerized work records and reports through the department's Computerized Maintenance Management Program, as required.

Requirements

Thorough knowledge of and ability to apply extensive expertise to complex principles and practices of fiscal management.

Thorough knowledge of the principles and practices of accounting and fiscal recordkeeping as they relate to public-sector construction projects and contract management.

Thorough knowledge of English grammar, business writing, punctuation, and spelling. Ability to compose and appropriately format correspondence and reports.

Ability to prepare financial reports and interpret policies and procedures covering a wide range of budget, contract, and accounting procedures.

Ability to monitor computerized accounting records, and to research and correct computer data errors.

Ability to work independently, communicate and write effectively, make constructive recommendations, interpret and apply fiscal policies and procedures; and work cooperatively with contractors, vendors, architects, engineers, campus personnel, and representatives of public and private agencies.

Demonstrated proficiency in the use of PC-compatible software programs such as Word, Excel, and Access.

Ability to develop and design databases and create related reports.

Demonstrated working knowledge of the construction industry and construction documents.

Ability to prepare clear, accurate financial statements and reports.

Ability to present financial information to all levels of staff and management.

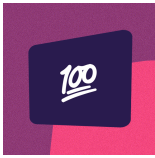
Equivalent to a bachelor's degree with a major in accounting, business administration, finance, or a closely related field or a combination of education and experience that provides the required knowledge and abilities and equivalent.

Two years of progressively responsible professional accounting experience.

Project Accountant 3

Job summary

The [Project Accountant](https://100hires.com/project-accountant-job-description.html) works with the project management and corporate accounting team to gather and maintain accounting records and processes.



Responsibilities

Coordinate month-end close and quarter-close activities.

Review and update end-of-month journal entries and inter-company charges.

Perform trial balance account analysis and reconciliation.

Process accounts payable.

Resolve accounts payable issues with vendors.

Maintain Notice to Owner Log

Process, code and enter invoices and subcontract requests for payment

Prepare and document items required for subcontractor check release

Prepare Releases of Lien and Releases of Claim as required

Allocate third party vendor invoices.

Maintain and update legal log expenses.

Analyze and submit monthly insurance forms.

Maintain fixed asset inventory schedule.

Manage cash activities

Prepare petty cash bank reconciliation.

Cash requirements for releasing of checks.

Monitor preconstruction/bid job costs and bill as appropriate.

Requirements

Construction industry preferred

3 years minimum experience in Project Accounting

Understand accounting principles (i.e. journal entries, general ledger, Accrual, etc.)

Proficient with financial systems applications, MS Excel, and MS Office

SAP software preferred but not required.

Must have a basic understanding of policies and procedures and be able to identify problems and make recommendations for resolution

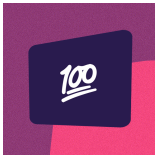
Must be highly organized, able to prioritize competing demands, detail-oriented, maintain accuracy, and self-check work.

Able to work independently, with some oversight, and in a team environment

Must follow established procedures and execute directions to completion without the need for follow-up by management

Must have good work ethic and integrity, dependable, adaptable, cooperative, and motivated to take on new responsibilities

Professional written and verbal communication abilities and general office skills



Must display initiative, teamwork and independent thinking

Project Accountant 4

Job summary

Project Accountant will report directly to the Senior Project Accountant, and support the financial/accounting aspects of project management by performing project accounting and cost reporting of multiple projects, including day-to-day interface with project management, client, and subcontractor personnel.

Responsibilities

Administers subcontract documentation including unsigned subcontract revisions, current insurance, bonding, statutory declarations, condition/unconditional lien releases, etc.

Ensures subcontract or major Purchase Order (PO) has been approved. Reconciles and enters monthly progress payments

Adheres to any joint check agreements or garnishments, etc., concerning payments

Ensures we are paying subcontractors within contract terms via Oracle Textura

Reviews owner contracts to understand payment terms, billing requirements, cost of work definition, and other requirements/allowances

Ensures cost of work allowances are maximized by proper setup and administration of the project

General understanding and administrative support of insurance requirements for the project

Identifies and communicates any potential/real claims for the project

Assist Project Manager (PM) with forecasting duties

Prepare labor & other General Conditions forecasts in conjunction with PM

Requirements

Bachelor's degree in accounting or related field

Intermediate to advanced computer literacy, including experience in MS Word, Excel

Three years of Project Accounting experience

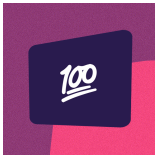
A thorough knowledge of standard construction contract terms

Ability to work well with others under deadline situations

Ability to work independently, take initiative, set priorities, and see projects through to completion

Oracle Textura payment system experience preferred

Construction industry experience preferred



Project Accountant 5

Job summary

We are seeking a [Project Accountant](https://100hires.com/project-accountant-job-description.html) to support project financial tracking, accounting, and billing activities on cost reimbursement, time & materials, and firm-fixed-price projects for US Government clients.

Responsibilities

Job cost review, audit, and reconciliation.

Subcontractor cost review and tracking.

Subcontractor accrual tracking.

Review/address subcontractor cost discrepancies w/ Project Managers.

Estimate to Complete (ETC) and Estimate at Completion (EAC) development support to Project Managers.

Establish new projects in the accounting system (Unanet).

Work-in-Progress (WIP) report tracking and maintenance.

Transfer project financial data from accounting system reports to offline project tracking and WIP reports (in MS Excel).

Project billing and associated backup development.

Client billing development and submittals (report to corporate accounting).

Revenue recognition and margin/profit analysis.

Change Order Log review/update.

Audit support to corporate accounting.

Support other financial tracking and audit requirements as directed by Controller.

Requirements

Minimum of 5 years of experience in a similar role.

Candidates must have demonstrated high-level advanced proficiency in Microsoft Excel.

Strong organizational skills, attention to detail, and ability to plan and manage multiple tasks simultaneously (good time management skills).

Ability to work independently and as part of a team to handle multiple, simultaneous assignments at various stages of development and meet tight deadlines, providing a consistently high level of quality and accuracy.

Professional demeanor with a positive, solution-seeking attitude and personal responsibility.

Self-driven individual with the ability to self-manage, take direction and proactively run project accounting tasks.

Prior experience with accounting-related functions including financial reporting, billing, invoice creation, revenue recognition, and margin analysis required.



Project Accountant 6

Job summary

The [Project Accountant](https://100hires.com/project-accountant-job-description.html) is a key position on our Finance team. The [Project Accountant](https://100hires.com/project-accountant-job-description.html) works closely with Project Managers on all facets of the project accounting and administration needs. The ideal candidate should have basic accounting knowledge and can positively interact with key members of the project team.

Responsibilities

- Handle project initiation/set-up
- Budgets
- Expenditure tracking
- Invoicing
- Management of unbilled costs
- Percent complete updates
- Accounts receivable
- Preparing accounts payable and/or receivable
- Assist with month-end financial accounting close
- Partner with the CFO on accounting automation
- Assist with ad hoc projects as needed

Requirements

- Bachelor's degree in Accounting/Finance/Business or equivalent
- A minimum of 2 years of accounting and/or invoicing experience is required (5+ years preferred)
- Previous work experience in a professional services organization or related field a plus
- Highly computer literate – especially with an ERP system (Deltek a plus) and Microsoft Excel
- Effective verbal and written communication skills with the ability to adapt communication style to suit various audiences

Project Accountant 7

Job summary

Your role is critical to supporting the housing and services we provide our communities, so if you are a collaborative, curious [team member](https://100hires.com/team-member-job-description.html) who is interested in working for a deeply mission-driven company, keep reading!

As our Project Accountant, you will focus on financial reporting to internal and external clients, construction and project



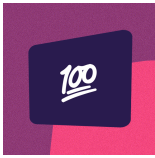
accounting, financial statements, and reporting for construction and development projects.

Responsibilities

- Processing general contractor's payment application.
- Processing construction job related invoice.
- Completing and submitting draws to lenders.
- Recording draw receipts.
- Monitoring contracts and change orders.
- Tracking lien releases, insurance, and budgets.
- Performing Construction-in-Process reconciliations.
- Processing timely payments.
- Reconciling loan statements.
- Analyzing and settling intercompany payables and receivables.
- Facilitating month-end close.
- Providing back-up A/P coverage and additional accounting duties, as needed.

Requirements

- Strong written and verbal communication skills (in English), allowing for clear and succinct communication in a variety of settings (phone, in-person, and email), and with people of various backgrounds and levels, both internally and externally.
- Thorough understanding of MS Office and Google Workspace, and comfortable with new technologies.
- A strong customer focus, with a dedication to meeting the expectations, needs, and requirements of internal and external customers, successfully gaining their trust and respect.
- Willingness to roll up your sleeves and dig in, finding creative solutions to new and old challenges.
- Ability to work successfully both independently and with others, building professional working relationships based on mutual trust and respect.
- Change is your friend – you embrace it and adapt easily.
- You are resourceful, responsible, highly organized and composed in the face of critical deadlines.
- You are a competent multitasker, juggling numerous balls without letting any drop and still executing at the high bar you have set for yourself.
- College degree in Accounting or Finance (equivalent years of hands-on accounting experience may be substituted).
- Minimum 3 years of construction accounting experience, with a preference for experience within real estate development or general contracting.
- Experience with lender and construction draws.
- Experience with real estates accounting programs, such as Yardi, Sage, or Viewpoint.



Candidates with Yardi experience and experience in the affordable housing industry preferred.

Project Accountant 8

Job summary

We are seeking a [Project Accountant](https://100hires.com/project-accountant-job-description.html) to join our Accounting department. The [Project Accountant](https://100hires.com/project-accountant-job-description.html) will be responsible for helping Project Managers (PM) ensure the fiscal health and financial management of assigned projects throughout the entire project life cycle, from project budgeting through client invoicing and collections. The [Project Accountant](https://100hires.com/project-accountant-job-description.html) will develop and maintain good working relationships with Project Managers and other accounting team members to see projects through to successful completion.

Responsibilities

[Project Accountant](https://100hires.com/project-accountant-job-description.html) will prepare and assemble the correct type of cost proposal and budget for a prospective job.

Ensure correct setup of budgets, billing rate tables, and invoicing templates as outlined in the contract.

Participate in project kick-off meeting.

Prepare invoices for clients and review draft invoices for appropriate labor and expense charges. Ensure accuracy with billing rates by contractual requirements. Coordinate with PM to make appropriate changes and reclassifications.

Monitor budgets for project financial health, attend Project Health Meetings and work closely with project managers to maximize project profitability using accounting software reports and other tools provided.

Analyze project management reports on billing, unbilled and overdue Accounts Receivable for assigned projects and work with client contacts to assist in resolving outstanding payment issues and document progress.

Complete project close-out; including final billing, sub-consultant final billing, and accounting software closeout procedures.

Requirements

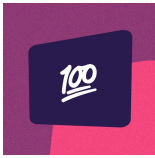
Excellent written and verbal communication skills.

Effective time management and organizational skills including the ability to independently prioritize tasks and work on multiple projects simultaneously while meeting deadlines and maintaining a high level of quality.

Excellent relationship-building skills including the ability to work well in a team environment and with a variety of internal departments and external entities.

The ability to think critically & analytically and make sound decisions to effectively drive important project issues to effective resolution.

A strong work ethic and high attention to detail.



Bachelor's Degree in a related field (business, accounting, finance) required
5-7+ years of experience in a similar accounting role; A/E/C industry experience a plus
Advanced knowledge of Excel
Knowledge of Deltek Vision/Deltek Vantagepoint a plus

Project Accountant 9

Job summary

We are seeking an individual who has an eye for detail, is organized and appreciates a fast-paced, deadline-driven environment with a client-focused mentality. The [Project Accountant](https://100hires.com/project-accountant-job-description.html) will work with project managers, clients, subsidiaries, and peers to generate invoices in compliance with contracts and external client needs as well as to support IT tracking needs.

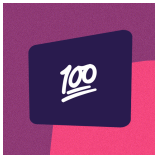
Responsibilities

Set up projects within Deltek Vision (billing software) to ensure compliance with contract and client requirements
Execute client billings, which often include complex governmental documentation and filing requirements, e-billing, and a significant volume of invoices
Consult and coordinate every month with the firm's project managers on project financial matters
Correspond with clients; resolve billing questions and disputes
Connect regularly with peers, as well as with internal and external clients
Operate as a liaison between the IT department and accounting
Manage tracking of software licenses and other administrative support as needed

Requirements

Prior accounts payable or invoicing experience
Demonstrated attention to detail and quality work products
Ability to build relationships with peers and clients with a customer service mindset
Strong organization, including the ability to prioritize various tasks to meet internal/external deadlines
Effective written and verbal communication skills with both internal and external clients
Strong problem-solving skillset
Exposure to the Architecture and Engineering industry
Deltek Vision, Vantage Point software

Project Accountant 10



Job summary

We are in search of a [Project Accountant](https://100hires.com/project-accountant-job-description.html) to support our team.

Responsibilities

Review invoices and reports associated with invoices.

Review expense reports and payroll documents.

Perform a detailed weekly review of the project's expenses for reconciliation.

Protects the organization's value by keeping information confidential.

Requirements

Bachelor's degree in accounting,

Must have excellent work habits, including a willingness to work necessary hours to get the job done, especially when important deadlines cause greater than normal departmental pressures.

A minimum of 2 years experience as an Accountant is required.

Fully bilingual