**Job Description**

**Title:** Project Accountant

**Department:** Finance &Accounting

**Reports To:** Accounting Manager

**FLSA Status:** Exempt

**Date: 8**-1-17

**Job Summary:** The position is fully responsible for the project billing process, including responding to client inquiries, verifying employee’s chargeable time in accordance with the established accounting standards and billing policies.

**Essential Duties/Responsibilities:** (additional duties may be assigned)

* Effectively communicate with Project Managers (PM) regarding contract documents, change orders and other contract modifications, approvals, and any additional services-related to billing.
* Track open purchase orders.

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* Assess and pursue opportunities for maximization of client billing.
* Maintain the billing folders for all projects, with all the appropriate documents, including expenses, consultant invoices, and monthly invoices, in accordance with standard procedures.
* Assist PM’s in determining unbilled revenue.
* Work with the cash receipts team member to reconcile variances that occur in the application of cash.
* Generate and distribute weekly receivable reports and monthly profitability reports.
* Set up new projects, make transfers of employee billable hours and/or expenses.
* Recommend and implement agreed process improvements to the billing cycle

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* Prepare special project analyses for the PMs and others.
* Perform additional assignments, as directed by the Accounting Manager.
* Crosstrain and assist other team members as needed.
* Makes recommendations to changes in accounting systems and accounting control procedures; for improving the organization's accounting operation.

**Education/Experience:** Bachelor's degree with major in accounting or finance. Three (3) years of applicable experience; working knowledge of Microsoft Word and Excel; excellent oral, written, and comprehensive skills; strong applicable math skills; excellent organizational, problem solving, and analytical skills. A thorough knowledge of standard contract terms and how they are applied in the billing process. Ability to work well with others under deadline situations and respond to changes in priorities. Ability to work independently, take initiative, set priorities and see projects through to completion.

**Physical Requirements:** Regularly required to sit; occasionally required to stand; walk; occasionally lift and/or move up to 15 pounds; noise level is usually quiet.

I acknowledge that I have received a copy of this job description.

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Signature of Employee Date