**PROJECT ACCOUNTANT JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: 123 ACCOUNTING

**Address**: 123 MAIN STREET, LOS ANGELES CA, 12345

**Phone**: 333-333-3333

**E-Mail**: 123ACCOUNTING@123ACCOUNTING.COM

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: PROJECT ACCOUNTANT

**Reports to**: FLORA SMITH

**Job Location**: LOS ANGELES, CA

**Start Date**: SEPTEMBER 29, 2021

**Job Type**: ☒ Full-time ☐ Part-time ☐ Independent Contractor ☐ Intern

**# of Hours**: 40 Hours per week

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| **JOB DESCRIPTION** |

123 Accounting is seeking a project accountant with 3-5 years’ experience handling project-related accounting. The project accountant will report to the project manager.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Maintaining project-related records
 | * Reporting on profitability
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| * Approving expenses
 | * Preparing reports for auditors
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| * Ensuring payments are received
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| * Investigating variances
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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Bachelor’s degree in relevant field
* Knowledge of contracts, change orders
 | * Excellent communication skills
* Experience in project accounting
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