

PROJECT ACCOUNTANT JOB DESCRIPTION

EMPLOYER INFORMATION

Name: 123 ACCOUNTING

Address: 123 MAIN STREET, LOS ANGELES CA, 12345

Phone: 333-333-3333

E-Mail: 123ACCOUNTING@123ACCOUNTING.COM

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

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.

RESPONSIBILITIES AND DUTIES

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

QUALIFICATIONS / REQUIREMENTS

- Bachelor's degree in relevant field
- Knowledge of contracts, change orders
- Excellent communication skills
- Experience in project accounting

