Downloaded from <https://www.velvetjobs.com/job-descriptions/accountant-project>

# Example of Accountant Project Job Description

Our company is growing rapidly and is looking for an accountant project. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accountant project

* Training and assists PM for project link application and help to submit the project opening application if need
* Responsible to update the project status and project notes in Vision
* Monthly, quarterly, yearly tax clarification
* Quarterly stamp duty preparation and application
* Tax regulations update
* Forecast actual vs
* Monitor, analyze, and report on variety of metrics at the studio level to ensure healthy business practices
* Prepare and distribute various weekly labor reports (unbilled labor + promo labor)
* Review and preparation of draft invoices to distribute to Project Managers (review contracts, consultants, purchase orders, back-up requirements)
* Meet with PMs to review draft invoices and discuss project status

## Qualifications for accountant project

* University Degree and Member of an internationally recognized accountancy body such as ACCA, HKICPA preferred
* Hand-on experiences in Oracle System and advanced skill in MS Excel and PowerPoint is preferred
* Good team player with supervising skill, able to work in matrix organization
* Tableau Data Application experience a plus
* Works well under pressure with multiple tasks and deadlines
* Responds in a timely manner to vendors, consultants and staff