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# Example of Accountant Project Job Description

Our growing company is looking to fill the role of 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

* Perform tasks with commitment to excellence and a high level of motivation to learn new tasks and assume additional job responsibilities
* Ability to provide thorough analysis and proper planning to achieve goals
* Adhere to and support all Safety requirements
* Reviewing and Posting Labor/Equipment record for previous week
* Research Job Costing on inactive projects using pivot table for all cost for prior week after records for Labor/equipment have been posted
* Job numbers – Monitor active and inactive job numbers
* Create EPN List and send to staff at the end of each week
* Answer questions from the field regarding time entry and budget left to complete the locations in the estimate
* Provide Pivot table for hours/cost breakdown to the Construction Management team
* Review accuracy of estimates and change orders from estimating team

## Qualifications for accountant project

* A self-starter and also a great team player
* Not just comfortable with technology, but seeks ways to achieve better results through new technologies and processes
* Excellent references who speak to the quality of your work and your personal contributions to business performance and organizational culture
* Proven track record working to deadlines as periodic deadlines are critical
* Accountancy Qualification (ACCA/CIMA) or related degree
* Previous Construction Billing Experience