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# Example of Project Accountant Job Description

Our company is looking for a project accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project accountant

* Assist the Program Control Analyst and Project Managers with any budget and forecast data
* Serve as liaison between operations and various support departments within the division (e.g., Purchasing, Contracts, Accounting)
* Responsible to ensure all program activities are running within compliance guidelines
* Ad hoc management and corporate accounting reports and analysis upon requests
* Ensure accuracy of financial reporting and
* Sound understanding of Project Management concepts including Earned Value techniques
* Sound understanding and ability to interpret contracts
* AP, AR, GL, Payroll
* Monitor & analyse revenue to ensure proper revenue recognition methods used
* Monitor the budgets on each project and ensure that the revenue is not going over the budgeted figure agreed with the client

## Qualifications for project accountant

* Self-starter and able to act on own initiative with high levels of integrity, excellence and teamwork
* Bachelor’s Degree in Finance or Accounting with at least 5 years work experience directly related to items above
* Advanced business degree, or accounting certification degree in Accounting/Finance
* Minimum of 3 to 5 years of progressive accounting or financial reporting experience
* Demonstrate excellent communication skills and ability to interact well with various levels of management within the organization
* Ability to pay close attention to detail with excellent accuracy, completeness and consistency and adhere to strict deadlines