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

# Example of Project Accounting Job Description

Our growing company is looking to fill the role of project accounting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for project accounting

* Process and post vendor payments for multiple entities
* Post deposits to general ledger for multiple entities
* Assist and/ or lead various client service projects in a team environment to meet the needs of the Bicknell family
* Manage implementation, acting in the role of project manager and functional consultant
* Reviews and provides guidance regarding complex invoice matters
* Monitors cash collections for assigned group by actively communicating aging risk to project management to determine necessary collection actions
* Administer and oversee the ongoing maintenance of Project Planning & Execution programs or processes
* Work in partnership with the Manager, Project Planning & Execution to coordinate and support all programs and initiatives
* Establishing filing systems for all project related documentations
* Resolving invoice discrepancies and issues

## Qualifications for project accounting

* Organized and able to perform very well in a high volume, deadline-driven trading environment
* Working knowledge of systems and automated processes including trading systems, spreadsheets and database management
* Consistently proactive and focused on providing value-added service
* Thorough understanding of GAAP accounting principles as such relates to job cost accounting
* Proven ability to build confidence and trust with team members and external business partners
* Familiar with US GAAP / IFRS accounting standards and Internal Control framework requirements (COSO, SOX)