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# Example of Senior Project Accountant Job Description

Our company is searching for experienced candidates for the position of senior project accountant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior project accountant

* Month-End close and ad-hoc reporting
* Interaction with shared services to resolve project issues
* Balance sheet Reconciliations (WIP, Stock, PPE, CIP)
* System / report testing
* Quarterly discussion memo - documentation of compliance with SOX controls
* Manufacturing Operational Reports meetings/presentations
* Weekly labor metrics trend analysis
* Prepare, distribute and review monthly financial reports including but not limited to Project Status reports, Work in Process, A/R status, Revenue Variance, and Sales
* Review and post other Project Accountants' monthly invoices, invoicing reconciliations and invoice adjustments
* Review, analyze and book monthly Labor charges and Intercompany cross charges

## Qualifications for senior project accountant

* Bachelor's degree in Accounting, Business Administration or related discipline from an accredited institution
* Knowledge in SOX
* Bachelor of Science in Accountancy
* Solid experience working with ERP systems
* Experience using Deltek is preferred
* Professional Services experience is a must