



Example of Project Accountant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of project accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for project accountant

- Create/set-up job numbers in Navision for new projects and create analysis reports using excel
- Generate and distribute quarterly reports to Project Managers regarding status of projects
- Set up new projects
- Monthly analyze the P & L accounts monthly, as assigned by the Accounting Manager
- Prepare balance sheet account reconcilements, as directed by the Accounting Manager
- Ensures accurate accrual of expenses
- Maintains and updates business models including forecasts and budgets, performs ad-hoc financial analysis and develop special analytical models as required
- Recommend and implement agreed process improvements to the Development Process
- Prepare special project analyses as needed
- Contribute to the development of the accounting and reporting practices for external regulatory reporting under Pillar 3

Qualifications for project accountant

- Experience analyzing and reviewing project financial information

- Work well under pressure with multiple tasks and deadlines, with oversight from the Regional Accounting Manager
- Must be team oriented and be able to work independently with a team required
- Ability to work independently in a team environment required
- Two or more years professional accounting experience encompassing similar duties