



# Example of Project Accounting Job Description

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Our innovative and growing company is searching for experienced candidates for the position of project accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project accounting

- Coach, develop and train direct reports and/or project team resources
  - May generate tax calculations to ensure accuracy
  - May research past due invoices
  - Coordinate all activities pertaining to Investor Accounting projects, including scheduling, following up, maintaining minutes
  - Partner with Stakeholders (Legal, Servicing Departments, ) in connection with reviewing contracts with a specific focus on the impact to investor reporting identifying billable fees
  - Responsible for identifying and reducing costs and risks where possible through the evaluation of current business methods and processes, analysis, trending, and the promotion of technological resources particularly in connection with investor billing functions
  - Lead and coordinate the process of implementing a fully automated consolidated billing function which ensures all contractual fees are considered along with annual Consumer Price Index (CPI) adjustments
  - Prepare impact analysis identifying how consolidated subserviced billing changes will impact policies, procedures, people and systems
  - Modify and maintain policies and procedures in connection with the investor billing functions
  - Develop and maintain monthly dashboards for Investor Accounting and Default Post Closing and identify trends Develop and maintain detailed projected plans and issues logs
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- Ability to coordinate / supervise accounting work-flow
- Understanding of moderately to highly complex accounting theory is needed in order to perform accounting functions, analysis, and problem solving responsibilities, and to make recommendations to management
- Opportunity to be involved in high-priority enterprise-wide projects such as the Consumer Loan Servicing Transformation
- Develop strong base knowledge of the PeopleSoft GL system and the operational workflow of the Bank's accounting functions
- Work with technology partners on other process improvement initiatives such as automation of manual reconciliation processes
- Bachelor's degree with accounting major preferred