

Title: Project Accountant

Term: Permanent, Full-Time

Location: Phoenix, AZ

SUMMARY

We are seeking a detail-oriented Project Accountant to join our organization. The ideal candidate will be responsible for the accounting for individual major projects including tracking costs, making accruals and deferrals, and updating cost estimates. Working with the Project Manager, this role will ensure that projects are accurate, WIP is up to date for each job and that invoices are prepared accurately and on a timely basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform job set up, control and maintenance activities.
- Support the administration of time card gathering and coding.
- Review and correct coding for all job related costs.
- Perform month end activities including cost accruals, revenue recognition, variance investigation, open PO analysis and reconciliation of applicable balance sheet accounts.
- Generate and analyze financial reports including open and received Purchase Order reports and job cost summaries.
- Enter budgets, master file set up, coding structures.
- Maintain accounting records for individual projects and equipment.
- Prepare, analyze, and report project financial information relating to revenue and costs.
- Participate in operations meetings to provide guidance and feedback to ensure compliance with policies and procedures.
- Review terms of contracts for revenue recognition and billing requirements.
- Manage documentation and approvals for project change orders and reconcile revenue against contract amounts and change orders.
- Prepare periodic billing documents and invoices and backup.
- Review invoices with clients and resolve issues.
- Assist project managers in updating project budgets and cost to complete.
- Assist project managers in the development of project forecasts.
- Reconciliation and analysis of completed jobs, ensuring accuracy of costs and revenues.
- Participate in the development and maintenance of monitoring and reporting procedures.
- Coordinate efforts with accounts payable, accounts receivable and payroll to ensure efficient processing in these areas.
- Other related duties as assigned.

JOB REQUIREMENTS

- Proficient in Microsoft Office Suite with advanced Excel capabilities
- Exceptional attention to detail in financial calculations and reconciliations
- Proven ability to manage multiple priorities in a fast-paced environment
- Strong organizational skills with ability to meet critical deadlines
- Self-motivated with ability to work independently while supporting team objectives

- Analytical mindset with strong problem-solving abilities
- Ability to shift priorities and reach varying deadlines. Strong “can-do” approach to work
- Strong interpersonal skills required to facilitate and build effective relationships
- Ability to collaborate effectively with finance and project teams
- Experience with Microsoft Navision would be an asset

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Minimum five (5) years of progressive Finance and Accounting experience
- Proficiency in ERP systems
- Advanced Excel skills (pivot tables, VLOOKUP)
- Strong understanding of accounting principles and practices
- Industrial/commercial construction experience preferred
- CPA designation a plus
- Experience with PE reporting requirements an asset

HOW TO APPLY

If you are looking for an exciting career with a fast growing, progressive company, please email your resume to careers@rokpowerservices.com or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.