



PROJECT ACCOUNTANT

Lake|Flato is seeking a Project Accountant. The Project Accountant will work directly with the Project Accounting Manager to support the monthly processing of client invoices. They are responsible for reviewing the accuracy of invoices prior to finalizing, research questionable data and when required, provide supporting documentation for consultant charges and/or reimbursable expenses. They should possess the ability to understand the basics regarding the setup and modification of billing terms in the software. Working with the Project Accounting Manager, the project accountant processes consultant invoices and payments on a weekly basis. They should be able to interpret contracts and proposal language to verify fees billed. This position should also be able to respond to general inquiries and requests from clients, consultants & project managers. They should also begin learning how to access and interpret project reports from the software.

Essential Duties

- Build and maintain a close working relationship with the entire firm to maintain positive employee relations.
- Review client invoices to maintain accuracy of contents and fees.
- Review and process consultant invoices.
- Participate in monthly meetings to help identify, discuss and recommend/implement actions to improve overall project processes.
- Respond to general inquiries and requests from clients, consultants & project managers.

Education and Experience

- High-school degree
- Accounting degree preferred, not required
- 3-5 years in job cost accounting
- Experience with Deltek Vision a plus
- Experience with online client payment platforms a plus

Skills and Abilities

- Proficiency in Microsoft Excel, Work and Outlook
- Effective oral and written communication
- Ability to manage interpersonal relationships and teamwork
- Skills in planning and organizing
- Strong analytical and problem-solving skills
- Time management skills, able to start and finish on time

Application:

Please send a digital copy of the required information below by e-mail to **employment@lakeflato.com**.

- Format email with subject line 'Project Accountant'
- Resume & Cover Letter

Please visit our website at **www.lakeflato.com** for more information on our firm, our culture and our people. Upon receipt, we will review and contact you should your qualifications meet our staffing needs.