



Project Accountant - JOB DESCRIPTION

WHO WE ARE

KC Harvey Environmental and BEM Systems is a growing environmental consulting and field services firm with offices in Montana, Wyoming, North Dakota, Wyoming, New Jersey, Colorado, and Utah with remote operations throughout the Rocky Mountains and Northern Great Plains.

Our team provides a crucial companion for industries with reclamation, restoration, or remediation needs — energy and mining industries and state and federal agencies — by combining a breadth of consulting, engineering, and field service capabilities with a proven depth of environmental expertise.

WHAT WE'RE LOOKING FOR

The Project Accountant plays a crucial role in evaluating project profitability and ensuring the financial health of projects. This role manages the collection, recording, and allocating of project costs and revenue, ensuring accurate project profit and loss calculations, and communicating project financial performance and profitability to project management.

Key Responsibilities for Project Accountant:

- Monitor and analyze project financial data, including revenue, expenses, and profitability.
- Identify trends, cost overruns, and financial risks to provide early insights to project managers.
- Generate financial reports and dashboards to provide project team with a clear understanding of project financial performance, identify items that need escalated for review by senior management as necessary.
- Prepare regular financial summaries and variance analysis reports.
- Partner with the project manager and project team to establish the project budget, updating budgets, and making project accounting recommendations as needed when contract modifications or budget changes arise.
- Prepare and submit accurate and timely invoices to clients based on project milestones, terms, and contracts.
- Authorize access to project accounts, and the transfer of expenses into and out of project-related accounts in compliance with established accounting practices and guidelines.
- Verify contract and change order characteristics for projects that are of a moderate-level of complexity, including reading and interpreting contract language, method of compensation, modifications, purchase orders, and subcontract/consultant terms.

- Maintain effective communication with clients regarding billing, payments, and financial inquiries.
- Maintain quality control standards and procedures for generating accurate and precise project-related financial records using NetSuite.
- Ensure compliance with accounting standards, company policies, and client agreements.
- Maintain accurate and organized financial records, contracts, and supporting documentation.
- Monitor key indicators for managing and analyzing problem projects, keeping project managers and/or senior management informed on any noted concerns.
- Subcontract management and coordination includes evaluating subconsultant invoice submittals for accuracy, establish and maintain purchase orders of subconsultants and examines subcontractor payment requests with accounts payable.
- Attend project related meetings to inform the team regarding the current status of project financials, articulating problem projects, and following up on any identified actions as discussed.
- Stay updated on best practices in project accounting and suggest improvements to streamline processes and enhance financial management.

WHAT YOU'LL NEED

Applicants must have:

- Bachelor's degree in Accounting, Business, Finance, or a related field (or demonstrated proven equivalent experience)
- At least 5 years previous experience in project accounting or related financial roles
- Experience in NetSuite preferred
- Proficiency with technical writing, office automation and accounting software, technology, math principles, spreadsheets, MS Excel, pivot tables, formulas, data format/sort/filter, VLOOKUP, predictive models, and tools
- Strong analytical and problem-solving skills
- Excellent attention to detail and organization
- Effective communication and interpersonal skills
- Ability to work collaboratively and meet deadlines in a dynamic project environment

WHAT YOU'LL GET

This is a salary position negotiable depending on experience and skills. We offer competitive benefits including:

- 401(k) contributions with company match
- Health, vision, dental, and long-term disability life insurance

- 9 paid holidays, paid sick leave, and paid vacations
- Continuing education and professional development opportunities
- True Work-Life Balance - flexible schedule that allows you to work during off-hours with some overlap with regular business hours for collaboration. We offer work at any of our office locations (Sheridan and Rawlins, WY; Bozeman, MT; Denver, CO; Salt Lake City, UT; Madison, NJ; and Tioga, ND)

SOUNDS LIKE YOU?

To apply, please submit a cover letter, resume and references to careers@kcharvey.com. Please note that official transcripts may be requested to validate education.

QUESTIONS?

Call Ashlie Green (406) 491-0262 or email agreen@kcharvey.com.