

JOB DESCRIPTION

Job Title:	Project Accountant
Department/Location:	Accounting/Anchorage, AK
Type:	Full-Time
FLSA Status:	Exempt
Reports to:	Controller
Latest Revision:	January 21, 2010

General Purpose of the Position:

Project Accountant is responsible for reviewing and setting up adequate processes in the Accounting system and to provide subsidiaries with contract specific procedures to ensure compliance with contract specifications. Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

Essential Duties and Responsibilities:

- Review proposals after award
- Set up contracts in the accounting system, Costpoint, which includes: setting up of contracts to detail level specified in contract, assignment of project numbers, establishing invoicing requirements and billing formats per contract requirements, establishing workforce at various project levels, developing & maintaining cost allocation models.
- Communicate contract specific information to other departments and subsidiaries
- Liaison with accounting staff and subsidiaries on contract specific issues
- Ensure all contract related files are received
- Align all pricing to include labor categories with contracts
- Review and enter contract modifications into system
- Support projects until closeout of contracts
- Assist in preparing the Incurred Cost Submissions
- Assist with various aspects of general ledger accounting, as assigned, including monthly journal entries, monthly reconciliations of subsidiary ledgers, monthly accruals and reversals, fixed asset accounting, and monthly revenue recognition and analysis.
- Generate and reconcile monthly Statement of Indirect Expenses.
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to GAAP.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.

- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.

Knowledge, Skills, and Abilities:

- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Knowledge of a variety of computer software applications in word processing, spreadsheets, database, (MS Office and Outlook)
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, proposals, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to question activities and issues in all functional areas and make sound business decisions based on that data

Minimum Qualifications:

- Bachelor's degree in Accounting or Finance
- Five (5) years experience in the accounting field as an accountant

Working Environment: Work is performed in a professional office setting including the normal office equipment (computer, fax machines, copier) and with a wide variety of people in differing functions, personalities and abilities.

Physical Demands: position consists of sitting for long periods of time, bending, kneeling, stooping, crouching, and lifting boxes of records or paper, etc., weighing up to 25 pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

Preference Statement: Equal Opportunity Employer; Preference will be given to Ouzinkie shareholders in accordance with Title 43 U.S. Code 1626(g) and Title 42 U.S. Code 2003-2(i).