

# Project Administrator / Accountant

## General Characteristics

The Project Administrator/Accountant is responsible for providing administrative, financial and project support to the PE team. This position requires an understanding of project processes and accounting with key tasks centering around project contracts and set-up, invoicing and collections. This person will heavily support multiple Project Managers throughout the project life-cycle. This position will offer administrative services both internally to staff and externally to our clients. The Project Administrator/Accountant will also assist the Controller and Principals in general accounting and business tasks.

## Direction Received

Receives direction from Controller, Project Managers and Principals

## Typical Duties & Responsibilities

- Review, coordinate and maintain project contracts
- Assist with set-up of new projects, firms and contacts in Deltek Vantagepoint
- Prepare and distribute monthly invoicing reports to PMs
- Draft and finalize all invoices to clients
- Monitor project collection (AR) balances
- Communicate regularly with PMs and/or clients regarding outstanding AR
- Maintain all AR notes within Deltek Vantagepoint
- Coordinate project close-outs with PMs and Marketing
- Assist with Accounts Payable entries
- Manage AIA continuing education program
- Assist in preparing project specifications
- Prepare project lien waivers as requested by client
- Obtain certificates of insurance as requested by client
- Assist with monthly review and approval of employee expense reports
- Support Admin team with events
- General office tasks

## Key Skills & Values

- Ability to manage priorities and be responsible for deadlines
- Works well independently and with others
- Ambitious self starter
- Highly dependable and results-oriented
- Strong verbal and written communication skills
- Strong organizational and analytical skills

## Qualifications

Bachelor's degree in business or accounting preferred; Associate degree with equivalent experience  
Basic knowledge of Microsoft Word, Excel and Outlook  
2-4 years experience in engineering or professional services industry preferred  
Working knowledge of Deltek Vantagepoint or Deltek Vision a plus

