

**Position Title: Project Accountant**  
**Reports To: Director of Finance**

**Department: Accounting & Finance**  
**FLSA Status: Exempt**

**General Summary:**

The Project Accountant takes ownership of and applies accounting principles to record, analyze, and reconcile financial information. Maintains WIP and Project accounts to ensure accurate financial statements and reporting. Examines a variety of financial transactions for completeness, accuracy, and conformity with established accounting classifications and guidance.

**Essential Job Functions:**

- Maintains general and subsidiary ledgers, WIP Summaries and other tracking mechanisms for Project Accounting by entering transaction information, preparing journal entries, reconciling general ledger accounts, and closing projects ensuring correct journal entries and proper accounting support.
- Compiles and documents support for projects including invoices, inventory issuance, labor information, log information and other documentation.
- Analyzes project cost to ensure accuracy of amounts allocated to projects including payroll, material cost, overhead allocations, and direct purchases.
- Prepares Reconciling and Audit Work papers on general ledger accounts and assists with gathering support for audits.
- May reconcile and maintain accounting processes related to project accounting, other subsidiary ledgers, or various balance sheet accounts as assigned.
- Reviews transactions for reasonableness and accurate general ledger coding.
- Researches and resolves internal and external requests for information involving project status, including communicating resolution of any possible discrepancies.
- Report project status including cost to-date, cost vs budget or other similar reporting.
- Month-end closing responsibilities.
- Performs all other related duties as assigned by Director of Finance.\*

\*These tasks do not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

**Knowledge, Skills, and Abilities:**

- Knowledge of accounting practices and principles including understanding of U.S. GAAP and applicable guidance.
- Highly skilled in math, accounting, and financial processes with strong analytic and problem-solving skills
- High proficiency in Excel, Word, and accounting software

- Excellent oral and written communication skills
- Proven ability to handle multiple projects simultaneously.
- Ability to make sound decisions using information at hand.
- Ability to pay close attention to detail.

**Education and Experience:**

- Bachelor’s Degree in Accounting or Finance
- Minimum 5 years Accounting Experience
- Certified Public Accountant (CPA) helpful
- Dynamics GP Project Accounting, Payroll and job costing experience, and Telecommunications experience helpful

**Physical Requirements:**

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with employees and industry contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing:	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

**Working Conditions:**

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

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