



## **1.0 DUTIES AND RESPONSIBILITIES**

The Project Accountant is responsible for assisting project managers with all project cost related activities and the timely and accurate job cost maintenance, analysis, and invoicing according to Aqueos policies and procedures. The position reports to the Corporate Controller.

Specific responsibilities will include:

- Assist the project manager with all project financial matters including: project cost tracking; reviewing all project related invoices against the purchase order and determining if it is a billable expense to the customer; ensuring offshore time is properly and timely captured; ensuring timely invoicing to Aqueos customers.
- Receive daily Daily Project Reports (DPR) for review, correction and e-filing according to department procedures.
- Receive and e-file all customer-approved DPR's in formats utilized for job invoicing.
- Reconcile supplier purchases and inventory issuances against daily reports on consumables and third-party equipment and services.
- Regularly attend operational job meetings.
- Maintain job cost detail in the financial accounting software to reflect daily job activity as reported on Time Sheets and purchase requisitions.
- Meet with project managers each week to reconcile the project cost tracker against the cost detail in the financial accounting software
- Prepare detailed job revenue and cost reports as requested by management.
- Prepare semi-monthly draft invoices for review by Project Managers and Operational Management
- Prepare approved final invoices and submit for payment either manually or electronically as directed by the customer.
- Assist accounting with gross margin analysis of jobs, revenue accruals, Purchase Order processing, and month end closings.
- Support and participate in the organization's Continuous Improvement Program to conform to ISO 9001, ISO 14001, and ISO 45001 requirements by complying with the HSEQ Policy and procedures and meeting HSEQ objectives.
- Other duties as assigned

## **2.0 REQUIREMENTS**

### **2.1 EDUCATION AND TRAINING**

- Bachelor degree in Accounting or related field of study preferred.

### **2.2 EXPERIENCE**

- Minimum five (5) years of hands-on cost control experience.
- Experience working in an ISO 9001, ISO 14001, and/or ISO 45001 environment a plus.



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### **2.3 KNOWLEDGE AND SKILLS**

- Excellent MS Office skills including Excel and Access.
- Proficiency with various accounting systems including QuickBooks with MS Dynamics experience a plus.

### **3.0 PHYSICAL AND SAFETY REQUIREMENTS**

- Reasonable accommodations are made to enable individuals with disabilities to perform essential job functions.
- Sitting, bending, standing, walking, 8-10 hours per day.
- Able to lift 25 lbs.
- Must comply with any safety or PPE requirements.

### **4.0 OTHERS**

- Attention to detail.
- Produces error-free work.
- Deadline-oriented.
- Makes sure that customers' requests come first.
- Self-starter who thinks of innovative, faster ways to accomplish tasks.
- Works with minimal supervision.
- Flexible and able to adapt to our dynamic environment.

### **5.0 ACKNOWLEDGEMENT OF RESPONSIBILITIES**

I have read and understand the duties outlined in this job description.

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Employee's Signature

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Supervisor's Signature

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Employee's Printed Name

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Supervisor's Printed Name

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Date Signed

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