

Job Description: Project Accountant

Kohn Pedersen Fox Associates (KPF) a global architecture practice headquartered in New York City, is seeking a Project Accountant in New York City to compile and maintain the financial results of a multi-office international professional service firm's Projects and produce the outputs for multiple constituents in a clear and transparent format. This person will be integral to the dispensing of historical and forecasted actionable management information. This will be achieved through budgeting, forecasting, periodic operational and financial reporting, and help set expectations for analysis within various levels of the organization.

This individual will collaborate directly with the Controller, Project Accounting Team, and Resourcing Team to establish performance reporting in support of Operational Project Reviews, Management Reporting packages and will be a key input resource for revenue recognition in accordance with GAAP. The individual should demonstrate a progressive attitude and actively contribute towards enhancement of our processes and IT systems used to monitor and record Project information.

Primary Responsibilities:

- Ensure timeliness and accuracy of financial, project, and management reporting data.
- Preparation, review, and maintenance of Initial Budget Worksheets & Plans.
- Project Initiation includes new project number set-ups in ERP system, contract & proposal review, and curate supporting document uploads for Project master files.
- Responsible for accuracy and timeliness of fees and expenses billed to clients with ownership of Fee Forecast for their projects including budget to actual comparisons and Backlog calculations.
- Review and approval of all Consultant invoices for timely and accurate payments.
- Periodic maintenance and review of the Unbilled Expenses.
- Billing – Production of monthly invoices to clients including calculating appropriate fees and reimbursable expenses.
- AR - applying cash to open receivables.
- Conduct Monthly Project review meetings in collaboration with Resourcing team.
- Project closeout and final reviews to ensure contractual fees have been billed and received.
- Prepare internal financial reports and monitor budgets to actual costs to identify, explain, and correct variances as appropriate.
- Assist in annual project meetings in support of annual R&D tax study.
- Handle quarterly and annual closings as they relate to revenue recognition.

Specific Position Responsibilities

- Preparation of financial analysis to identify improvements in the efficiency and operations of the project accounting workflows.

The logo for Kohn Pedersen Fox Associates (KPF) consists of the letters 'KPF' in a large, bold, serif font. The letters are dark grey and are positioned on the left side of the page.

- Preparation and support of Project data for external audits, insurance renewals, and surveys.

Additional Responsibilities Schedule Permitting

- Contribute to organizational/operational special projects as assigned.
- Assist in documentation and monitoring of internal controls.
- Prepare general ledger journal entries, ensuring proper coding and that appropriate accruals are in place.
- Assist with quarterly and annual review by external accountants.

Qualifications:

- Bachelor's degree in Accounting
- Professional Services, specifically Architecture and Engineering industry experience
- Experience with Deltek Vision
- Strong skills in conducting communications with staff at all levels throughout the organization and work within diverse team framework.
- Personal qualities of integrity, credibility, and commitment, a proactive, firsthand contributor
- Accurate, thorough, and meticulous professional
- Ability to effectively manage multiple competing priorities and do so in an organized manner.
- International or FX experience, a plus

This position requires you to be in-person 5 days per week.

Travel Requirements: As needed but no more than 5 %.

Pay Range: \$85,000-\$100,000