

## Project Accountant

### Looking for your next move?

The Balmoral Group combines civil engineering design expertise with economics, environmental analysis and GIS capabilities. Our Team has established an excellent reputation for providing high-quality consulting services in water resources and transportation.



The Balmoral Group is seeking a motivated Project Accountant who has project accounting and compliance skills and who is at ease in a rapidly changing industry marketplace. The Project Accountant will plan, budget and monitor the financial performance of projects and keep certifications compliant. The Project Accountant will work alongside professionals recognized by their peers as best in class with access to great benefits, in an environment that welcomes and values creativity, and a work experience that is both challenging and rewarding.

### Responsibilities:

- Prepares, posts, verifies and records project accounting information
- Maintains corresponding general ledger accounts
- Fields client and project manager inquiries regarding project status
- Assists project managers in setting up budgets and monitoring progress within the established budgets
- Collects and tracks compliance documents and certifications for assigned projects
- Manages and processes vendor, subcontractor and supplier invoices accurately and within assigned timelines
- Maintains financial security by following internal accounting controls
- Contributes to team effort by accomplishing related tasks as needed
- Escalates issues at appropriate times and knows when to raise red flags
- Assists in streamlining processes by identifying areas for performance improvement

### To Be Successful In This Position You Will Ideally Have:

- Bachelor Degree (Accounting, Finance or Business) and minimum of 3 years' experience
- Experience in the A/E/C industry preferred
- M/WBE compliance and certification experience
- Proficient in data entry, AP and AR functions and vendor payments
- Sensitivity to deadlines with a willingness to work necessary hours to meet them
- Proficient in Microsoft Office (Excel, Word and Adobe Acrobat) and experienced using an ERM software (Deltek Vantagepoint)

### Work Environment: Work That Matters

Headquartered in Winter Park, Florida with offices in Tallahassee, Florida, Seattle, Washington, Sydney, and Queensland Australia, The Balmoral Group combines engineering design expertise with economics, environmental analysis and data science capabilities. The Balmoral Group has a personal, casual work environment with immediate access to decision makers.



The Balmoral Group offers a competitive benefits package including competitive pay, sabbatical leave, flexible hours, health insurance, retirement plan (including company contributions), paid time off (vacations and holidays), paternity/maternity leave, tuition reimbursement, profit sharing, and paid career development (training, professional organization and licensure fees).

