

Project Accountant

Our Collective Vision

To inspire greatness to our clients we need to be great ourselves. Our collective inspiration comes from a drive to be autonomous, achieve mastery, and have a purpose. Our approach fosters deep understanding of education and learning. Top-notch talent, like yourself, has a penchant to be a leader. Your keen sense of accuracy, efficiency and confidentiality allows you to execute multiple, time-sensitive support functions, often concurrently. Our commitment to greatness starts with you. Grow the Individual, Grow the Team, Grow the Firm!

How You Qualify:

1. Associates degree or 0-3 years equivalent experience in accounting. Completion of Accounting Information System Accounting Course preferred.
2. General knowledge of basic accounting principles.
3. Proficiency in Microsoft Office (Word, Excel, Outlook) and Adobe Acrobat.
4. Active participation in the community.
5. You have documentation that allows you to work in the United States of America.

What You Bring:

1. Creative mind, positive attitude, accountable, thorough, results oriented, excellent customer service and relational skills.
2. Strong analytical and organizational skills with a high attention to detail and sense of urgency.
3. Good interpersonal skills and ability to efficiently interact with both internal and external contacts.
4. Self-starter with the ability to work independently, prioritize time, multitask, and meet deadlines.
5. Effective communicator in both verbal and written communication.

What You Do:

Essential Job Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Projects

- a. Assist with new project set up and maintenance of existing projects.
- b. Distribute reports for Client Leaders and perform transfers of project cost at their request.
- c. Review and enter contracts and change orders in the accounting system.
- d. Perform project closeout tasks such as reconciliation of invoices and consultant costs charged to the project and closing project.
- e. Other duties as assigned.

2. Consultants

- a. Review consultant billings to ensure they do not exceed the approved contract.
- b. Code and route consultant invoices to Client leader for approval and import and post consultant invoices.
- c. Assist with internal / external inquiries about consultant invoices and payments.



- d. Assist internal accountants in resolving consultant related accounting issues (i.e. posting errors).
- e. Other duties as assigned.

3. Invoicing to Owner

- a. Prepare timely invoices to client based on contract including compiling all required supporting documents
- b. Discuss outstanding receivables with Client Leader and assist in collection if necessary.
- c. Assist with internal and external inquiries about invoices and payments.
- d. Assist internal accountants in resolving invoice related issues (i.e. overpayments, applying retainers, etc.).
- e. Additional responsibilities as assigned.

Hollis + Miller is proud to be an equal opportunity workplace + affirmative action employer.

