 Engineering and Land Surveying, P.C.	Project Accountant Job Description		
Standard Reference	7.1.2 & 7.2	Revision	2
Applicable Sites	All sites	Document Owner	President

KC Engineering and Land Surveying, P.C., a multi-discipline consulting engineering firm, is seeking a candidate for a **Project Accountant** in our **Circleville office**. This is a full time position.

The potential candidate must meet the following minimum requirements:

Experience/Qualifications:

- BA/BS Degree in Accounting and/or Finance from an accredited college
- Minimum 1 year related experience of general accounting.
- Knowledge of local, state, and federal laws regarding accounting, finances, and taxation.
- Effective oral, written, problem-solving, organization, and time management skills.

Licenses/Certifications:

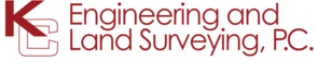
- Must have New York State Driver's License.

The responsibilities of the position are as follows:

The primary work location is at the KC Circleville office. Successful candidates may be required to provide support to other KC offices on an as needed basis.

- Process all client invoices with great attention to detail and accuracy.
- Monitor accounts receivable and correspond with clients in a professional manner regarding past-due accounts
- Assist with monthly closings and preparation of monthly financial statements.
- Check figures, postings, and document for correct entry, mathematical accuracy, and correct coding.
- Receives and records cash, checks, and vouchers as needed.
- Learn EBO and Elation Reporting Systems
- Prepare analysis of accounts as requested and report any discrepancies.
- Assist with year-end closings and year-end statements.
- Assist with accounts payable such as 1099 preparation.
- Assist in preparing budgets and forecasts.
- Assist with payroll administration and review for discrepancies.
- Understand and be able to calculate prevailing wage and enter payroll adjustments.

Revision	Description of Change(s)	Reviewed By	Approved By	Date Approved
2	Revised Font & Design (no updated training needed)	<i>Colleen O'Donovan</i>	<i>Joseph A. Heavilla</i>	10/26/2017

 Engineering and Land Surveying, P.C.	Project Accountant Job Description		
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- Review and process timesheets.
- Review and process expense reports.
- Assist with preparation and coordination of the audit process.
- Implement and maintain internal financial controls according to company procedures.
- Requires prolonged sitting in front of a computer.
- Be able to perform work independently.

KC Engineering and Land Surveying, P.C. offers competitive benefits including:

- Health, vision, dental, and LT disability insurance (company pays 85% of the base plan premium)
- ST disability insurance (company pays 100%)
- FSA Medical and Dependent Care Plan
- FSA Commuter Transit program
- 401 (k) Profit Sharing Plan with 100% match up to 4% of gross salary
- Discretionary year-end bonus
- Discretionary year-end profit-sharing up to 6% of gross salary
- Paid vacation (15 days annually – accrued based on start date)
- Flex time (up to 5 days annually, accrued quarterly)
- 8 company-paid Holidays
- KC is an E-Verify company
- KC is an Equal Opportunity Employer

Please note this job description is not designed to cover all duties required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Additional information about KC may be found at: www.kcepc.com




www.facebook.com/kcepc



www.twitter.com/KCEngineeringPC



www.linkedin.com/company/kcepc

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2	Revised Font & Design (no updated training needed)	Colleen O'Donovan		10/26/2017