

## Senior Project Accountant

*West Sacramento/Stockton, CA*

**Job Type:** Full Time

**Minimum Experience:** 10+

**Required Education:** Degree in Accounting, Business Administration, or related field.

We are seeking a skilled and experienced Senior Project Accountant to join our team to maintain the project management accounting system, work closely with project managers and senior management, and supervise project coordinator staff to ensure accurate project reporting, budgets, costs, client billings, and associated project requirements.

### Your impact to our team

As a Senior Project Accountant, you will be responsible for maintaining the project management accounting system in compliance with our contractual obligations. Duties include the review of client and subconsultant contracts ensuring adherence to company policies and assisting in contract acquisition on major projects as requested. Working with project managers and senior management you will be an integral team member for managing and reporting detailed budgets, costs, work-in-progress, and client billings for all tasks and phases of complex projects. You will report directly to our Controller and senior management team. The ideal candidate will be a hands-on energetic and proactive professional who can multitask and prioritize responsibilities in a fast-paced environment. Your role will be in person at our West Sacramento and Stockton offices.

### Responsibilities

- Review prime and subconsultant contracts.
- Prepare and compile contracts for project manager review and submittal.
- Setup projects in accounting system including all task/phases, resources, and budgets.
- Coordinate certificate of insurance requests for prime and subconsultants per agreement.
- Review subconsultant invoices for accuracy and data input.
- Assist projects managers and senior management with analysis and control of project data.
- Prepare client invoices and reports per specification.
- Prepare/review certified payroll reports for public works projects.
- Monitor and maintain project files for completeness.
- Assist project managers with budget preparation and proposals.
- Analyze projects and work-in-progress.
- Maintain and update consultant and subconsultant agreement templates.
- Maintain project management accounting system custom reports, forms, rate tables, templates, databases, etc.
- Maintain and update project management accounting system processes and training materials.
- Assist in project management accounting system timesheet review and payroll preparation.
- Assist in the month end and year end accounting close processes.
- Assist in year end audit data preparation.
- Coordinate document storage.
- Supervise, train, and assist project coordinator staff.

## Qualifications

- Bachelor's degree in accounting, business administration, or related field.
- Minimum of 10 years of project management accounting system experience, Ajera preferred.
- Experience in architectural and engineering or construction firms preferred.
- Strong leadership and supervisory skills.
- Excellent interpersonal, communication, and leadership skills.
- Proven experience in managing a team.
- Ability to work independently and multitask, prioritize responsibilities, and meet deadlines.
- Ability to maintain confidentiality and handle sensitive information.
- Strong attention to detail and ability to maintain accurate records.
- Proficient in Microsoft Office Suite and other office management software.

## About KSN

Kjeldsen, Sinnock & Neudeck, Inc. (KSN), is a dynamic civil engineering firm that specializes in providing innovative engineering solutions to a diverse range of clients. Since 1956, KSN has been providing award-winning solutions to both public and private clients throughout the Sacramento and San Joaquin Valleys. In business for nearly 70 years and with offices in West Sacramento and Stockton, we are a team of 60 employees who are passionate about what we do and are dedicated to delivering excellent service to our clients.

## Benefits

- 401K
- Medical/Vision/Dental/Life
- Flexible Spending Account
- Paid Vacation and Holidays

## Compensation

This position has a starting salary range of \$80,000 to \$120,000 annually depending on experience, education, skill level, and other compensable factors.

The position of Senior Project Accountant is an exempt position.

KSN is an equal opportunity employer: EOE Minorities/Females/Protected Veterans/Disabled. We celebrate diversity and are committed to creating an inclusive environment for all employees.

If you believe you have the necessary knowledge, experience, and enthusiasm to succeed in this position, then we would love to hear from you. Please send a copy of your resume to: [hadmin@ksninc.com](mailto:hadmin@ksninc.com)