



Project Accounting Coordinator

position summary

Merjent, Inc. is seeking a Project Accounting Coordinator to provide support to its multiple Division Presidents and Project Managers in environmental consulting to ensure timely project set-up and maintenance for accurate billing and project reporting.

Flexible/hybrid work arrangements are available for professionals who can work successfully in a remote work environment. The anticipated minimum salary for this position is \$68,100.

why Merjent?

Merjent is a medium-sized consulting company dedicated to creating an environment where both people and projects succeed. Merjent has staff located across the United States. All full-time employees begin their tenure at Merjent with 4 weeks of paid vacation regardless of seniority. In addition, employees receive 10 paid holidays and generous benefits and compensation packages. Merjent supports annual career-related training for employees to become or continue as leaders in their field of expertise. Merjent facilitates organic growth within the company and encourages employees to bring their ideas forward to grow existing and create new service lines within and beyond the currently served sectors of energy, mining, transportation, manufacturing and construction, land development industries, and government. Merjent also invests in its company culture by supporting travel for remote employees to attend in-person team meetings and all-staff events.

responsibilities

The Project Accounting Coordinator will be responsible for the following:

- Assisting Project Managers in establishing consistent and accurate project set-up in Merjent's project system (Deltek-VantagePoint). This includes, but is not limited to, client contacts information, client contract requirements, and fee schedules with related timesheet mapping.
- Assisting Project Management Teams with general reporting and client-requested project controls/reporting.
- Providing administrative support to Divisions and Accounting Team as requested.
- Creating, as needed and in coordination with the Chief Financial Officer and/or Project Managers, new client rate tables.
- Resolving timesheet errors prior to posting.
- Assisting with billing edits and invoice submittal for assigned projects.
- Providing support to staff for project system requests and questions.
- Staying proficient in and attending regular training related to Merjent's accounting/project system.
- Other tasks as assigned.

Candidates interested in applying should submit a completed Application for Employment (cover letter and resume) to merjent.applicantpro.com.

Merjent, Inc is an Equal Opportunity Employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other legally protected factors. Disability-related accommodations during the application process are available upon request.

Merjent is not accepting unsolicited assistance from search firms for this employment opportunity.



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[Project Accounting Coordinator continued]

qualifications and experience

The successful candidate will have the following qualifications and experience:

- Minimum 3 years of project accounting experience.
- Associates degree or Certificate in Accounting or at least 2 years of post-secondary study in Accounting, Finance, or related field.
- Previous experience using accounting software and ability to run reports.
- Deltek Vantagepoint Project Accounting system experience preferred, but not required.
- Knowledge of financial reporting, general ledger entry, and accounting principles.
- Ability to organize tasks and “own the process.”
- Ability to learn quickly and competently manage details to ensure accuracy.
- Time management skills and the ability to prioritize and meet deadlines.
- High level of integrity and ethics.
- Comfortable working in a team environment with changing priorities and deadlines.
- Ability to work independently and take initiative to improve processes.
- Able to work with a variety of personalities and work styles.
- Competency in MS Office (Word, Excel, Outlook) and Adobe Acrobat.
- Team player and ability to collaborate with other teams in the organization.
- Attention to detail and ability to multi-task.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.

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