



<u>Position:</u>	Project Accountant
<u>Type:</u>	Full-time, Salary
<u>Reports to:</u>	Chief Financial Officer
<u>Primary Location:</u>	Cleveland, Ohio
<u>Department:</u>	Accounting

General Description

Bostwick Design Partnership is a leading architectural firm with 55 employees and offices in Cleveland, OH; Erie, PA; Pittsburgh, PA and Miami, FL. The firm is seeking a Project Accountant to be an integral member of the office by supporting the management and accounting teams. This person will be responsible for project accounting across all four offices along with producing financial reporting and contributing to improved project financial management. This position is based in the Cleveland office with occasional requirements to travel.

Primary Responsibilities

- Work within project management software to ensure accurate project budgeting, revenue recognition, and project staffing allocations.
- Conduct financial, profitability, and forecasting analysis on a requested basis.
- Actively work with Senior Leadership to track and monitor project financial performance.
- Prepare monthly client invoices and manage client collections.
- Provide administrative support for Senior Leadership for existing and potential clients and consultants.
- Prepare and modify Contracts for Owners and Consultants, including proposals, additional services, and project closeout.
- Assist with ongoing development, improvement, and implementation of financial policies, procedures, and processes.
- Assist with Human Resource activities including administering employee performance review process, compensation strategy and direct employee/recruit correspondence.
- Oversee Business Manager's Human Resource responsibilities including employee benefit management.
- Provide back-up support for payroll activities.

Qualifications

- Bachelor's Degree in Business required, preferably Accounting or Finance.
- 2+ years of experience in project accounting, experience in a professional services firm strongly preferred.
- Strong computer and internet skills.
- Excellent writing and editing skills.
- Proficient in Microsoft Excel, Word, and PowerPoint.



- Familiarity with Project Management Software.
- Willingness to learn industry specific software.

Characteristics

- Ability to maintain discretion and confidentiality at all times.
- Creative problem solving abilities.
- Highly detail oriented, self-motivated, and resourceful.
- Excellent organization and time management skills.
- Ability to collaborate with all levels of internal management and staff, outside clients, and vendors.
- Can prioritize and meet deadlines in a fast-paced environment.
- Can work with equal success independently, or as part of a team, and on multiple projects simultaneously.
- Strong interpersonal and written communication skills.
- Assertive, tactful, and enthusiastic.
- Takes initiative, but also takes direction from office leadership.

Benefits and Compensation

- Comprehensive Health Insurance
- Paid time off for holidays, personal time, and accrued vacation
- Competitive 401(k) plan
- Strong professional development and mentoring opportunities
- Compensation discussed on an individual basis

Interested candidates should submit resume and portfolio examples to:

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