



PROJECT ACCOUNTANT

BHC Consultants is a consulting engineering, planning, and building code and construction compliance firm with offices in Seattle, Tacoma, and Bellingham. We are looking for a full-time Project Accountant to join our Operations team.

BHC is a growing firm with a significant backlog of municipal consulting services contracts for cities, counties, and special purpose districts in the Northwest, supported primarily by Western Washington clients. We are proud to be an employee-owned and managed consulting firm committed to the development and retention of our employees within a positive, collaborative, and challenging work environment. We are committed to a healthy work-life balance for all staff and offer the flexibility to achieve that balance.

General Summary:

The Project Accountant occupies a pivotal role, delivering dedicated accounting support for projects, ensuring compliance with client agreements and internal policies, and assisting in daily office operations. Success in this position relies on effective communication, collaboration, and organizational skills.

In a collaborative approach, the Accounting/Operations team contributes to the diverse requirements of daily operations and readily adapts to various roles as necessary. Team members should be prepared to take on tasks beyond their regular responsibilities as needed, contributing to the overall success and efficiency of the team.

Essential Duties & Responsibilities:

As a Project Accountant, you will:

- Manage the full project accounting life cycle, from project setup to closeout including:
 - Set up new projects with client and consultant contract terms (fees, billing basis, consultant costs, expenses, markups).
 - Coordinate subconsultant invoice review and approval.
 - Prepare and process invoices in accordance with contract terms and internal accounting procedures.
 - Execute monthly pay applications and lien waivers, uploading documentation to client specific portals where required.
 - Monitor accounts receivable and drive collections.

- Maintain organized project files, including all billing packages and supporting documentation.
- Prepare ad-hoc financial reports and analyses for project managers and others.
- Monitor financial progress from project initiation through closeout and regularly update project managers on budget status.
- Assist in project closeout.

Required Qualifications:

- 5+ years of project accounting experience in a professional services firm, preferably an architecture or engineering firm.
- Experienced in general accounting procedures.
- Proficient in the following software applications: Microsoft Word, Outlook, Advanced Excel, Deltek Vantagepoint, Adobe Acrobat.
- Excellent communication skills (verbal and written), able to develop relationships and interact effectively with employees from all levels of the company.
- Ability to collaborate effectively in a team environment.
- Willingness to take initiative, set priorities, and see projects through to completion with minimal supervision.
- Positive attitude – capable of presenting a positive company image.
- Strong organizational skills.

Preferred Qualifications:

- Working knowledge of Deltek Vantagepoint or similar project accounting software.
- Degree in Business or Accounting

Why Join Our Team?

- Generous total compensation package
- Monthly commuter and home office allowances for transportation or parking and home office expenses
- 100% company paid employee medical, dental, vision, life, and disability insurance
- 60% company paid dependent health and vision insurance
- 50% company paid dependent dental insurance
- Health Savings Account and Flexible Spending Account options to achieve tax savings
- Flexible schedules
- Reimbursement for professional registrations/renewals and approved training/conferences
- Paid memberships in professional organizations
- Employee referral bonus program
- Career guide mentorship program

- Paid time off (sick, vacation, holidays, and volunteer day)
- 401(k) retirement plan with company matching contribution
- Free access to Westlake Tower fitness center
- Ownership opportunity

To apply:

Contact Nicole Esselburn, HR Manager, Email: Nicole.Esselburn@bhconsultants.com

BHC Consultants, LLC is an equal opportunity employer committed to the principles of non-discrimination in the workplace. BHC Consultants, LLC does not discriminate in employment on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by Federal, State, or local law.