

TOOLE

DESIGN

Project Accountant

Toole Design Group is looking to hire an experienced and talented full-time **Project Accountant**. This position may work from our Spartanburg, SC; Silver Spring, MD; Seattle, WA; or Kansas City, MO offices. Are you a solutions-oriented person who thrives in a fast-paced environment? Do you possess the strong organizational skills to meet weekly and monthly deadlines? Are you intrigued by the shades and nuances of service contracts from a variety of governmental agencies? Are you detail-oriented enough to spot inconsistencies in contracts? If so, please consider joining our team.

This accounting position with a focus on billing and reviewing the financial health of multiple projects earns a competitive salary and great benefits, including medical, dental, vision, life insurance, disability, a health savings account (HSA), and a flexible spending account (FSA). We practice what we preach and ensure that our employees also have access to transportation by providing them with financial incentives to bike, walk, or use transit for a better quality of life.

About Toole Design

Toole Design is the leading engineering, planning, and landscape architecture firm specializing in multimodal transportation. Since our start in 2003 as a single office in Maryland, we have expanded throughout the United States and Canada. Our talented team of planners, landscape architects and engineers are committed to delivering quality work that meets the needs of all people, regardless of age, ability, race, or gender. We have been named a "best firm to work for" and have one of the lowest staff turnover rates in the industry.

Every project our employees deliver directly and positively affects our communities. We are industry-leading experts, and we work hard to encourage a collaborative and team-oriented environment.

Qualifications of a Project Accountant:

- A bachelor's degree in accounting or finance or equivalent relevant experience
- Five or more years of Project Accounting experience
- Basic understanding of GAAP and experience analyzing project financial content
- Proficiency in Deltek Vantagepoint or other job cost accounting software
- Competency in reading/reviewing contracts
- Experience working with Departments of Transportation (DOTs), experience with California Department of Transportation (Caltrans) a plus

You'll be great here if:

- You can build relationships, bring enthusiasm to exciting projects, and are detail oriented with strong problem-solving skill
- You have strong communication skills, whether written, verbal, or graphically

A Day in the Life of a Project Accountant

You are at the forefront for the financial management and health of multiple projects. This includes: preparing invoices, analyses of performance monitoring project performance by reviewing budgets and forecasting potential overruns, creating and maintaining project accounts in the accounting system using established procedures, unbilled management, setting up and closing out projects in the ERP system, assisting project managers with billing issues, collections, reconciling receipts and budgets, communicating with the project managers, clients and subconsultants, compiling information for internal and external auditors and contributing to staff trainings.

Work Schedule for a Project Accountant:

This full-time position typically works a flexible schedule of 40 hours a week. We also provide employees with the flexibility and necessary equipment to work from home 2-3 days per week.

Ready to Join our Team?

We understand your time is valuable, so we have a quick and easy application process. If you feel that you would be right for this Project Accountant position, please fill out our application by clicking on this [link](#).

Toole Design is committed to building a diverse and welcoming team. We have a collaborative culture where people of all backgrounds come together to share ideas and build better, more inclusive communities. Toole Design is a woman-owned business and an equal opportunity employer (EO/AA/VEV/Disabled employer). We encourage women and people of color to apply. We're proud that about half of our managers are women and are committed to achieving racial diversity in our leadership as well. No matter what your background is, we encourage you to apply for this position. We look forward to meeting you!

Individuals may request accommodations or assistance with the application process by contacting 301-927-1900 and asking for Human Resources or emailing HR@tooledesign.com.

For more information about Toole Design, visit our [website](#), connect with us on [LinkedIn](#), or like us on [Facebook](#).