



Job Posting

Located in Irvine, U.S. CAD is an AEC industry and technology consultant and is one of the largest Autodesk Authorized Platinum Reseller Partners in the western United States. U.S. CAD is a growing company with seven offices and over 100 team members who collaborate on shared goals of individual and company success.

Position Overview

U.S. CAD is looking for a Project Accountant to play an integral role in the success of the department and whose primary responsibility will be to maintain financial records and reports, perform financial and account transaction reconciliations, assist with month-end close and perform various accounting duties that may include minimal accounts payable, treasury management (cash application, deposits, reconciliations), general ledger maintenance, journal entries, account reconciliations and various financial analyses.

Position Overview

The Project Accountants primary responsibility entails day-to-day coordination of projects and customer interactions that support the Professional Services organization.

Qualifications

Bachelor's Degree in Accounting, Finance or equivalent
Minimum 4 years of experience in same work capacity
Professional appearance & demeanor for a professional office
Excellent communication skills, both verbal and written
Strong analytical and problem-solving skills
Highly organized with strong time management skills
Experienced computer knowledge and appropriate software proficiency
Experience using Microsoft Office programs
Knowledge of and ability to execute administrative procedures, clerical functions
Excellent listening and vocal communication skills

Preferred Qualifications

Experience with scheduling and invoicing software, preferably NetSuite and BIM360.
Working knowledge of timely recording of revenue and month-end closing procedures.

Essential Functions

- Collaboration with sales teams, technical teams, and management to create project documents, proposals, quotes, contracts and progress reports.
- Maintain organization of documents from project inception through completion.
- Create projects in accounting system.
- Prepare Pre-Bills to internal staff for review and approval.
- Prepare & distribute accurate invoices in accordance with the terms of customer contracts.

- Create and maintain project financial documents.
- Prepare and maintain project schedules and reports including utilization, forecasts, backlog, and unbilled revenue.
- Manage and prepare lien releases.
- Regularly communicate with management on project hours, scope creep, and profitability.
- Monitor customer accounts for delayed and non-payment of invoices.
- Contact customers for payment on invoices, while building relationships that foster professional customer service.
- Identify issues with customer payment delinquencies and advise management.
- Maintain consistent and timely communication with the customer and the internal U.S. CAD team.
- All other duties as assigned.
- Duties and assignments are subject to change.

Company Culture & Core Values

Culture

- Open and consistent communication at all levels
- Fun atmosphere: Happy employees are productive employees
- Lead by example
- Respect for people and process
- One team: Whether we succeed, or we fail, we do so together
- Creativity and “outside the box” thinking is highly encouraged

Core Values

- Honesty & Integrity: Words and actions in complete alignment
- Commitment to Excellent Service: Providing quality work and follow-through
- Accountability: Responsible to our coworkers, our customers and ourselves
- Trust and Mutual Respect: The foundation for win-win relationships