

Project Accountant

We are looking for a sharp, reliable, and proactive accountant to join our team as a **Project Accountant**. Yorke Engineering is a highly respected environmental and air quality consulting firm based out of Orange County, California. We work on a wide variety of environmental and air quality permitting and compliance projects across a diverse range of California industries and locations. We offer a friendly, high performance, team-oriented work environment where professionals can grow amongst their respective peers.

Our growth has created a need for an intelligent and practical **Project Accountant** who can support the accounting function of our firm. The position requires a professional individual with a high standard of quality, efficiency, organization, and the drive and initiative to complete tasks independently. This position will require the candidate to prioritize multiple responsibilities and proactively manage business development opportunities.

This is a full-time exempt position reporting to our corporate office in San Juan Capistrano, CA during normal business hours.

We offer a highly competitive salary along with a full benefits package (Medical/Dental/Vision/401k/PTO) all wrapped up within a great work/life balance that we pride ourselves on. This is a great opportunity for someone looking to expand their professional development in a challenging yet rewarding environment.

Main Responsibilities

The qualified candidate would become an active member supporting our Accounting department in various project accounting functions utilizing QuickBooks:

- Monthly invoice processing, including requesting and reviewing activity reports and work descriptions by working with technical staff and project managers;
- Interpret and review client contract agreements for execution, insurance requirements, and billing instructions;
- Manage project setups and close outs;
- Accounts payable and receivable, including processing customer payments and ensuring vendors are paid in a timely manner;
- Manage purchases, supporting documentation, and reconciliation for company credit cards;
- Process employee mileage and expense reimbursements;
- Complete bank reconciliations;

- Track project budgets by continually reporting to project and account managers on any budget issues;
- Actively assist with resolving billing issues; and
- Act as an active team member for general day to day front office support duties, including supply ordering, purchasing, shipping, answering phones, and travel arrangements.

Job Requirements:

- Bachelor's or Master's Degree in Accounting, Economics, Finance, or relevant major from an Accredited University with a minimum GPA of 3.3; **GPA will be verified;**
- 4-10 years of work experience in an accounting/bookkeeping function in a professional office environment;
- QuickBooks skills (**preferred**);
- General knowledge of contracting practices (**required**);
- Ability to multi-task, prioritize, and work independently;
- Strong interpersonal, communication, and leadership skills;
- Strong Microsoft Excel, Word, and PowerPoint skills (**required**);
- Microsoft 365 Office and SharePoint, including Outlook (**will train**);
- Microsoft Project Web Application – PWA (**will train**); and
- Ability to think critically and solve problems independently.