



JOB DESCRIPTION

PROJECT ACCOUNTANT

Department:	Finance	Classification/FLSA:	Full Time, Non-Exempt
Location:	City Hall	Reports To:	Finance Director
Supervises:		Salary Range:	\$21.70 - \$27.10 hourly (Grade 7)
Benefits:	Per City Handbook	Travel:	As needed

Date Written/Revised: 01/06/2026

POSITION SUMMARY

The Project Accountant is responsible for financial oversight, reporting, and compliance for capital projects, grant-funded activities, incentive programs, and other assigned initiatives within the municipality. This role ensures accurate project cost tracking, timely financial reporting, adherence to grant and incentive requirements, and alignment with municipal policies, generally accepted accounting practices (GAAP), and applicable state and federal regulations. The Project Accountant collaborates closely with project managers, department heads, grant administrators, and external partners to support effective financial planning and execution.

DUTIES AND RESPONSIBILITIES

Project Accounting

- Maintain detailed financial records for projects from initiation through closeout.
- Monitor project budgets, expenditures, commitments, encumbrances, and funding sources.
- Review and validate project invoices, contracts, change orders, purchase orders, and progress billings.
- Reconcile project accounts and investigate variances; prepare monthly, quarterly, and/or annual project financial statements.
- Assist project managers in understanding financial reports, budget status, and cost projections.
- Prepare year-end project schedules for auditors.

Grant Accounting & Compliance

- Manage financial aspects of federal, state, and local grant awards, including setup, tracking, and closeout.
- Assist in preparing grant applications
- Monitor allowable expenses, matching requirements, and grant spending deadlines.
- Prepare grant reimbursement requests, drawdowns, and required financial reports.
- Ensure compliance with grant guidelines and municipal policies.
- Maintain grant documentation to support audits and funder reviews.

General Accounting & Support

- Assist with the development of budgets, grant applications and capital improvement planning.
- Help improve processes for financial management, reporting, and internal controls.
- Provide training and guidance to internal departments on spending and documentation requirements.
- Support accounts receivable and reconciliation operations.
- Provide support and analysis during five-year planning, annual budget preparation, year-end closing and audit activities.
- Provide support for other financial operations as required.

QUALIFICATIONS

Education & Experience

- Bachelor's degree in Accounting, Finance, Public Administration, or related field preferred.
- 2–5 years of experience in a financial environment, preferably in project accounting, construction accounting, or grant accounting.
- Experience in a governmental or nonprofit environment preferred.

Knowledge, Skills & Abilities

- Knowledge of GAAP, fund accounting, and governmental accounting standards.
- Understanding of regulatory environments and reporting requirements.
- Proficiency with accounting/ERP systems (e.g., Tyler Technologies).
- Strong analytical, organizational, and problem-solving skills.
- Ability to interpret contracts, grant agreements, and budget documents.
- Excellent communication skills and ability to collaborate with non-finance personnel.
- High level of accuracy, confidentiality, and attention to detail.