



PROJECT ACCOUNTANT
Cascadia Consulting Group, Inc.
Seattle, Washington
www.cascadiaconsulting.com

Cascadia Consulting Group develops and implements innovative solutions to today's environmental challenges. Founded in 1993, we work with private and public-sector clients to advance sustainability through recycling and materials management, climate change mitigation and adaptation, energy efficiency, and water and natural resources management. The Cascadia team brings both expertise and creative thinking to research and analysis, strategic planning, program design and implementation, and outreach and evaluation. With offices in Seattle, Oakland, Los Angeles, and Phoenix, we serve clients across the country and abroad. Our mission is to pioneer a sustainable future, making a positive difference for our clients, our global community, and the environment.

Cascadia aspires to be a multi-cultural organization and seeks to hire individuals who contribute to our cultural fluency. We value employees who are aware of their own cultural lens; understand the impact it has on their interactions and their work; and can effectively connect across culture and difference, with a particular sensibility around race, class, gender, sexual orientation, and physical ability. Additionally, we hire individuals who value a collaborative, fast-paced work environment, who can think creatively and communicate effectively, and who will work hard to get the job done well. We offer a flexible working environment and provide excellent benefits. The firm is a multiple recipient of the [Alfred P. Sloan Award for Business Excellence in Workplace Flexibility](#).

Cascadia has an open position for a Project Accountant.

The person in this role will be a motivated individual responsible for the entire project accounting process (project setup, workload planning, billing and AR processing, budget management and financial performance analysis), and supporting the Controller with all facets of the company's financial systems, including GL coding of transactions, vendor/client interface, processing AP, and booking month-end accruals. The position will be full-time.

Primary job responsibilities for this position will include:

- Ownership of entire project accounting cycle
- Proactively managing project budgets and workload planning in partnership with project managers
- Tracking financial trends, identifying anomalies, and suggesting and implementing corrective courses of action
- Assisting project managers with contract initiation
- Managing project invoicing process from initial billing to receipt of payment
- Interfacing with clients and vendors to manage receivables and payables
- Assisting in the preparation of regulatory filings
- Preparing and submitting B&O taxes to municipal taxing authorities
- Calculating and processing month-end accruals and adjusting entries
- Preparing ad hoc reports in support of project managers
- Refining existing financial processes to improve efficiency
- Providing support to the broader corporate team and related duties when needed

Competitive candidates will be:

Highly motivated self-starters with energy, initiative to grow professionally, and a positive attitude. Ideally, the Project Accountant will have a demonstrated ability to handle multiple tasks simultaneously and thrive in a flexible, fast-paced work environment.

Qualifications:

- Bachelor's degree in accounting, finance, or related field is required
- 3-5 years of progressive general/project accounting experience

- An understanding of accounting systems, internal controls, and protocols in a corporate environment
- Strong analytical skills and attention to detail
- Excellent interpersonal, verbal, and written communication skills
- Ability to work independently with minimal supervision
- Ability to use independent judgment to handle multiple priorities, resolve issues, and meet deadlines
- Proficiency with Outlook and MS Office programs including Excel and Word
- Experience with Deltek Vision or another project-focused accounting software a big plus

If you meet these qualifications, please send your resume and letter of interest to jobs@cascadiaconsulting.com.

Electronic submissions strongly preferred.

The position will remain open until March 28, 2016. Please note how you learned of this job opening in your cover letter or email message. Note "Project Accountant" in your email subject line, please.

Cascadia Consulting Group is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, veteran status, height, weight, or marital status in employment or the provision of services.