

## **Company Profile**

KPFF has been a leader in civil and structural engineering for over 50 years. Our Roseville office was established 16 years ago and has a staff of 40 people. We provide consulting engineering, surveying and project management services to the architectural, construction and facility owner community in the surrounding area.

## **Job Profile**

We are currently searching for a full time Project Cost Accountant for the Roseville office who will be responsible for project cost and billing operations of our local office. We place a high value of collaboration, efficiency, and having a customer-focused mindset.

## **Responsibilities:**

- Create and maintain projects in BST10 Software
- Prepare and process project billing in BST10 software
- Monitor and manage collections and accounts receivable
- Process and manage accounts payable invoices
- Work closely with KPFF Project Managers regarding project setup, status, billing and collections
- Provide project managers with project information and other financial information as requested.
- Ensure accurate general ledger coding and resolve invoice discrepancies
- Meet departmental expectations and deadlines as.

## **Position Requirements:**

- Minimum AA degree with accounting/finance emphasis
- Minimum 2 years related accounts payable experience preferred
- Solid understanding of basic accounts payable process
- Proficient MS Office application skills (Word, Excel and Outlook)
- Positive attitude and willingness to assist with other administrative duties when required and as time permits
- Ability to calmly work through complicated billing issues with clients and staff
- Detail oriented
- Ability to work independently and communicate effectively
- Comfortable working in high-volume, fast-paced environment

## **Other Desired Experience:**

- Experience with BST Global accounting systems
- Experience developing custom reports and inquiries utilizing Excel
- Experience in an engineering firm (or other professional services firm)

## **Benefits:**

Competitive benefits and salary package in the range of \$22 to \$25 per hour depending on experience and qualifications.

*KPFF is proud to be an Equal Opportunity Employer.*



**Crista Shippy**

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