



Project Accountant – St. Louis, MO

ABNA is seeking a highly motivated **Project Accountant** for our [Midtown St. Louis, MO](#) location.

This position is responsible for providing accounting support companywide with additional Administrative Duties. Primary responsibilities will include preparing invoices, project billings, project reporting, payroll, accounts receivable, data entry, sending bill reminders, contacting clients, filing, and scheduling.

You will also be responsible for other duties such as coordination of meetings and conferences, purchasing supplies, coordinating direct mailings, printing, and copying, assembling highly confidential information, and working on special projects. You will be expected to regularly interact with internal and external stake holders. Please note that independent judgment is required to plan, prioritize, and organize a diversified workload.

Essential Job Functions:

- Project Billings and Invoice processing (**heavy**)
- Set-up new clients and projects in accounting software
- Accounts Receivable
- Review and manage vendor invoices
- Research unbilled issues to optimize billing
- Maintain the accounting documentation for all projects, including expenses, subconsultant invoices, and project invoices, in accordance with standard procedures
- Working collaboratively with Project Managers, generate project invoices and ensure they are issued to customers
- Knowledge of project contracts and change order documents
- Payroll; Work with other staff to complete payroll processing of 60+ employees on a bi-weekly basis
- Performs Research
- Assembling Financial Data and confidential information
- Answers phones and take messages or fields/answers questions.
- Prepare written correspondence with clarity and fluency.
- Schedules and organizes activities such as meetings, travel, hotel stays, conferences and department activities for members of other departments.
- Establishes, develops, maintains and updates accounting filing system.
- Ordering of supplies
- Sorts and distributes mail, opens mail for the company. Drafts written responses or replies by phone or e-mail when necessary.
- Acts as a liaison with other departments and outside agencies. Handles confidential and routine information, explains policies when necessary.
- Perform general office duties.



Qualifications:

Education and Experience

- Associates Degree, Bachelor's degree (**preferred**) or Ten (10) years' experience
- 3 years of progressive experience.
- Ability to handle confidential company and personnel information with high degree of discretion
- Excellent oral and written communication skills, professional demeanor, and commitment to customer service
- Ability to multi-task, demonstrated ability handle a variety of projects with competing priority

Position Type and Expected Hours of Work

This is an in-person, full-time position. Days and hours of work are Monday through Friday, **8:00 a.m. to 5:00 p.m.**

Physical Demands

This is largely an office role; however, occasional out of office may be necessary. Candidates must have the ability sit for extended periods of time, to lift 5-10 pounds, open filing cabinets and bend, stand, walk, reach or climb stairs as necessary both in the office and at offsite locations.

Location: [St. Louis, MO](#)

Salary Range: Competitive & Commensurate with Experience

Opportunity to participate in 401k, medical, and other benefits after standard eligibility requirements are met.

Submission Requirements:

- Email resume to jobs@abnacorp.com for immediate and confidential consideration.
- Applicants only. Recruiters – please do not contact this employer.
- Please do not contact employer about other services, products, or commercial interests.
- No phone calls about this job.
- Qualified candidates will be contacted for interview.