

Project Accountant

Team: Finance

April 2024

Reports to: Senior Accountant, AR

FLSA Status: Exempt

Salary Grade: 20

Location: Frisco, CO or Remote

Primary Objective of Position

The Project Accountant plays a key role in ensuring the financial integrity and compliance of Meridian Institute's project accounting records. Reporting to the Senior Accountant, AR, the Project Accountant closely collaborates with project teams to maintain financial integrity, mitigate risks, and drive successful outcomes. This position encompasses project finance administration, funding proposal support, and compliance oversight. The Project Accountant also supports the Controller and the Senior Accountant, AR in the management and oversight of project finance and grants administration. This position requires meticulous attention to detail, strong analytical skills, and the ability to thrive in a fast-paced environment.

All Meridian positions require individuals to be self-starters with exceptionally strong written and verbal communication skills, a high level of organization and attention to detail. Working at Meridian requires the ability to excel in a team environment while also juggling multiple deadlines and project teams.

Essential Areas of Accountability

Project Finance Administration

- Ensures the financial viability of Meridian projects throughout the duration of contracts, monitoring project burn rates and integrating proper project rate escalations to ensure financial sustainability.
- Provides comprehensive financial administration for projects, collaborating closely with the Project Director to prepare and submit reports to clients.
- Issues monthly financial status reports at the project level, subject to approval of the Controller and the Project Director.
- Oversees foreign currency transactions for large projects, preparing invoices and notifying the Controller and the Project Director of any contractual implications.

- Collaborates with the Project Director to establish accurate and efficient internal project tracking mechanisms.
- Manage project budget templates, ensuring accuracy and accessibility for all staff members.
- Maintains and updates the finance section of Meridian’s intercompany website, including organizational budget templates.
- Supports other tasks within Finance as identified by the roles and responsibilities matrix, and as assigned.

Project Funding Proposals

- In collaboration with Project Directors, reviews proposal guidelines to discern financial requirements for proposal submissions.
- Conducts research and prepares all required financial documentation to accompany project proposal submissions.

Compliance

- Manages representations and certifications, responding to due diligence inquiries in a timely and accurate manner.
- For contracts, subcontracts, and other agreements, administers and ensures due diligence processes are completed prior to entering into agreements.
- Ensures compliance with Meridian Institute’s records retention and disposal policies.

Knowledge and Skills Required

- At least 3 years of experience in project accounting and/or nonprofit accounting
- Bachelor’s degree in Accounting, Finance, or related field required; or equivalent years of related work experience.
- Strong understanding of Generally Accepted Accounting Principles (GAAP) and financial reporting requirements.
- Proficiency in enterprise-wide accounting systems, NetSuite preferred.
- Experience with project management and contract administration preferred.
- Excellent communication and interpersonal skills, with the ability to effectively interact with internal and external stakeholders.
- Detail-oriented with strong analytical and problem-solving abilities.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Demonstrated commitment to justice, equity, diversity, inclusion (JEDI); ability to work with people from diverse backgrounds with humility, ease, and enthusiasm.
- A high degree of proficiency with Microsoft 365 tools, including but not limited to: Outlook, Word, Excel, PowerPoint, Teams, OneNote, and SharePoint

- Fluency in English; professional fluency in a foreign language is highly valued, particularly Spanish and French.
- Passion and curiosity about the issues and areas of Meridian's work.

Additional Requirements

- Required to attend to business outside of normal working hours, as needed.
- Required to travel domestically or internationally, on occasion, for in-person staff retreats.
- Must be able to conduct themselves in a courteous and professional manner at all times.

Note: *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*