

# PROJECT ACCOUNTANT

HALLMARK GROUP CAPITAL PROGRAM MANAGEMENT

## POSITION DETAIL

<b>Reports to:</b>	CFO (Primary) and Project Managers	<b>Work Site:</b>	Remote (California)
<b>Status:</b>	Full Time (Exempt)	<b>Compensation:</b>	\$60K - \$80K DOE
<b>Date:</b>	February 2024	<b>Approved:</b>	President

## COMPANY INFORMATION

Hallmark Group is a capital program management company based in Sacramento California. Founded in 2001, Hallmark Group provides strategic planning, organizational leadership and qualified representation in the administration and management of large capital improvement programs for public sector, institutional and non-profit organizations. Our team successfully solves complex water supply challenges throughout California from concept through implementation.

## SUMMARY

Hallmark Group seeks a dynamic and innovative Project Accountant for our team. The qualified individual will be supporting the Chief Financial Officer and Project Managers. This position requires effective collaboration and communication, technical, relationship and team building skills. The Project Accountant will have regular and fast-paced interaction with multiple public and private entities, including outside consultant teams. Primary responsibilities will include development and implementation of project budgets, cash flows, forecasts, and cost controls for major capital programs, including the development of processes and procedures to ensure the project meets cost/budget, schedule and document management requirements in accordance with state and federal guidelines. The selected candidate must have a proven track record in timely reporting and developing and managing controls for documents, contracts, and costs through the planning, design, and construction phases.

## PERSONAL CHARACTERISTICS

**Behave Ethically** Understand ethical behavior and best practices in a business and accounting environment and ensure behavior is consistent with these standards and aligns with the values of Hallmark Group.

**Communicate Effectively** Speak, listen and write in a clear, concise, and timely manner using appropriate and effective communication tools and techniques.

**Foster Teamwork** Work collaboratively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.

**Decision Making** Assess situations to determine the importance, urgency and risks, and make clear, timely decisions which are in the best interests of the Company.

**Organization** Set priorities, develop an efficient work schedule, monitor progress towards goals and deadlines.

**Problem Solving** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

## ESSENTIAL FUNCTIONS

Essential functions may include but are not limited to:

- Communicate effectively with project teams, executives, clients and stakeholders.
- Develop, maintain and timely report on budgets, forecasts, cash flows, contracts, project controls and other financial documents as may be required by contract including accurate analysis.
- Develop and implement policies and procedures for document control systems.
- Manage and track all project funding sources including intergovernmental and grant agreements.
- Collect, retain, retrieve, distribute, and transmit project documents, including baseline documents, reference documents, project reports, communications and transmittals, contract documents, and other project records as required.
- Demonstrated ability to coordinate, plan and manage task orders to support scheduled activities, work plans and budgets.
- Develop and publish comprehensive monthly project status reports.
- Create presentation materials for meetings, events and various communication forums.
- Develop contracts and contract amendments and disseminate as necessary through completion.
- Additional related tasks, as requested.

## SOFTWARE - EXPERT LEVEL PROFICIENCY

- QuickBooks (preferred)
- Microsoft Systems: Excel, Word, PowerPoint (required)
- eBuilder, Aconex, Oracle, PMWeb, Smartsheet or comparable system (preferred)

## QUALIFICATIONS/EDUCATION/EXPERIENCE

- Bachelor's degree with major study in accounting or related field.
- 3+ years project-based accounting experience.
- Ability to organize, expedite and manage multiple complex tasks simultaneously with exceptional attention to detail.
- Excellent interpersonal and communication skills.
- Proven writing and editing skills.
- Proven ability to work with a wide range of diverse individuals and stakeholders.
- Respond positively to challenges and handle pressure in a professional manner.
- Ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.