

The Project Accountant will perform the following duties:

- Effectively communicate with Project Managers (PM) and Principals-in-Charge (PIC), regarding contract documents, change orders and other contract modifications, approvals, and any additional services related to billing.
- Prepare final invoice package containing draft and final invoices for all billable projects, including all applicable backup for approval.
- Assess and pursue opportunities for the maximization of client billing.
- Research any unbilled issues to optimize the billing possibilities for the billing period.
- Maintain the billing folders for all projects, with all the appropriate documents, including expenses, consultant invoices, and monthly invoices, in accordance with standard procedures.
- Provide the accounts payables team member with advice on client billing, relative to consultant invoicing and reimbursable expenses. It is expected that Biller maintains a continuous line of communication to clear any open issues.
- Set up new projects, make transfers of employee billable hours and/or expenses, and open and close time classes in the company system.
- Write off any uncollectible receivables, labor, or expenses, as directed by the PIC.
- Recommend and implement agreed process improvements to the month-end close cycle.
- Review contracts and ensure variable considerations such as bonuses/rebates are being implemented properly.
- Provide year-end support of auditor requirements, which may include research and reconciliation.
- Perform additional assignments, as directed by the Accounting Supervisor.

Qualifications:

- Bachelor's Degree in Accounting or Finance/ Qualified or Semi Qualified CA/CMA
- Minimum 2 years of prior experience in billing/project setups
- Prior work experience of working with an MNC IT/SAAS/CRO/Others
- Intermediate to advanced computer literacy, including experience in word processing, spreadsheets, and accounting software.
- Thorough knowledge of standard contract terms, including hourly, lumps sum, not-to-exceed, and how they are applied in the billing process.
- Ability to work well with others under deadline situations and respond to changes in priorities.
- Strong written and verbal communication skills and strong organizational skills.
- Ability to work independently, take initiative, set priorities, and see projects through to completion.
- Employ problem-solving skills and analysis, and report problems to the Accounting Services Manager, as necessary.
- Strong service orientation.
- Knowledge of the project structure in a client/consultant business environment.

Why Cytel?

Our collaborative working environment encourages innovation and rewards results, and we are proud to have one of the lowest turnover rates in the industry.

In addition to competitive compensation, we offer an excellent benefit's package, annual bonus incentive, promote work-life balance, and the opportunity to grow with us!

Work with respected experts and thought leaders