



**Title**                      **Project Accountant**  
**Reports to**                **Controller**

---

**Job Description**

---

Are you passionate about clean technology? Are you detail-oriented? Do you have a team-focused mentality that draws you to tackle new projects and problem solve for the greater good? Array Technologies, Inc. (ATI) is the global leader in the design, manufacture, installation, and maintenance of utility-scale solar tracking systems. If you are interested in contributing to a team focused on bringing clean energy to the world, please consider bringing your skills to our rapidly growing company! We currently seek a Project Accountant to join our finance team.

The Project Accountant will be responsible for all activities that relate to financial aspects of ATI's portfolio of customer projects, including but not limited to: invoicing, revenue recognition, AR aging, and AR retention. The position requires ensuring accuracy of project balances and understanding the inventory that has shipped to each customer. It also requires working closely with Project Managers to understand project status, aged items, change orders, and a range of other important accounting deliverables. As such, the successful candidate will be able to multi-task, work independently and have very strong customer service and computer skills. Reliability and dependability is essential. Position is full-time, exempt. Pay is DOE.

**Duties and Responsibilities**

---

- Manages multiple projects' AR, retention, and deferred revenue (deposit) balances, associated aging and status; Report to management any past due or problematic balances.
- Ensures accuracy of recognized revenue, including the amount recognized and the timing of the revenue being recognized based upon corporate policies and US GAAP.
- Understanding and accountability when ensuring compliance of agreed upon project billing specifications and special requirements.
- Manages entire customer invoicing process to include issuance of all customer invoices to include deposit and retention invoices based on data received from the Project Manager or Sales Team.
- Responsible for ensuring all change orders are properly recorded.
- Responsible for monthly service invoicing.
- Ensures proper project follow up with Project Managers (milestones, aged invoices, unbilled amounts).
- Ensure that all lien waivers are appropriate and are issued in a timely manner.
- Responsible for conducting project reconciliation at the conclusion of each project.
- Ensures good working relationship between Project Managers and the Accounting Department.
- Helps to determine operational improvements, including cost saving or profit generating possibilities
- Answers accounting and financial questions by researching and interpreting data.
- Protects organization's value by keeping information confidential.
- Perform additional assignments as directed by the Controller.

**Required Knowledge, Skills, and Abilities**

---

- Must have competency in Microsoft applications including Word, Excel and Outlook.
- Must be able to work well with others under deadline situations and respond to changes in priorities.
- Good written and verbal communication skills and strong organizational skills are required.
- Must be able to work independently, take initiative, set priorities, and see projects through to completion.
- Must be able to successfully pass a pre-employment drug test and background check.

**Education and Experience**

---

- Bachelor's degree in accounting. Work experience may be considered in lieu of degree.
- 1-4 years of General Ledger experience.
- Previous project accounting experience is preferred but not required.
- SAP Business ByDesign Accounting software experience is preferred but not required.