

**PROJECT + GENERAL LEDGER
ACCOUNTANT**
FULL-TIME | DETROIT, MICHIGAN

ROSSETTI

JOB DESCRIPTION

ROSSETTI is seeking a full-time Project + General Ledger Accountant who will report to the CFO. You will support project management staff on complex projects, both small and large. Our ethos of Designing Experiences, Generating Value takes place within the context of 'Sports Global and Detroit Local'. Working at ROSSETTI, you will have an inside view to sports architecture worldwide. At the same time, you will be a part of the rebirth of Detroit at our dynamic office in the heart of downtown Detroit.

RESPONSIBILITIES

- Maintain copies of client and consultant contracts.
- Maintain project fees and consultant budgets across multiple platforms, in line with contract terms and billing requirements.
- Ensure costs incurred (expense reports, travel, consultant invoices, etc.) are accurately reflected on projects in a timely manner.
- Prepare monthly project management reports and provide timely project financial information.
- Monitor project budgets; conduct regular budget reviews with project managers to ensure projects stay on track and to support revenue reporting.
- Reconcile client accounts receivable, monitor aging, and collaborate with project managers on collection efforts.
- Identify opportunities to streamline invoicing and collection processes for greater efficiency.
- Answer inquiries from staff, vendors, and clients regarding the status of projects and invoices.
- Perform general accounting duties and assist with the month-end closing process.
- Review monthly general ledger and direct journal entries to ensure proper expense classification.
- Track and file annual reports and tax filings.
- Supervise consultant payments and lien waivers.
- Provide accounting support to other staff and complete ad hoc projects as assigned.
- Participate in cross-training across the department, including:
 - Billing
 - Labor adjustments
 - Project set-up in Deltek Vantagepoint, ensuring correct billing rates and mark-ups
 - Other core accounting functions as needed

WORK EXPERIENCE REQUIREMENTS

- Excellent organizational skills and ability to manage multiple priorities.

If you are interested in applying to this position, please send your resume and portfolio to careers@rossetti.com

To learn more about working at ROSSETTI, take a look at rossetti.com/careers

All your information will be kept confidential according to EEO guidelines.

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- Strong written and oral communication skills; able to work effectively with staff across all levels of the firm.
- Strong time management and ability to thrive in a fast-paced environment.

EDUCATION AND PROFESSIONAL REQUIREMENTS

- Bachelor's degree in Accounting.
- Minimum 3–5 years of project accounting experience.
- Experience with Deltek Vantagepoint preferred but not required.
- Architectural, engineering, construction, or professional services firm experience preferred.

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