

Senior Project Accountant / Accounting Manager



Location: Seattle, WA

Firm Size: 29-person Landscape Architecture Practice

Reports To: Principals / Director of Operations

About You

In a small studio environment, the Senior Project Accountant is a trusted resource across the firm, helping teams understand project financials, supporting accountability, and contributing to the systems that keep projects and the practice running smoothly. The position offers the opportunity to shape financial reporting tools, strengthen information flow between project teams and leadership, and play a meaningful role in the ongoing growth and stability of the firm. This position is ideal for someone who enjoys working directly with creative professionals in a collaborative studio culture and values being part of a small, highly engaged team. We celebrate diversity, equity, and inclusion, believing it makes our work better and our lives richer, and we encourage people of all backgrounds, orientations, and abilities to apply.

About Us

Our 30-person studio located in Pike Place Market is passionate, supportive, and proud of what we do. Most importantly, we value individuals and ideas that enrich our workplace, our projects, and the communities we serve. We believe this collaborative and inclusive approach is intrinsic to creating thoughtful and impactful places.

We support the social justice transparency platform tool developed by the International Living Future Institute called JUST. Certification includes diversity, equity, safety, employee benefit, local benefit, and community stewardship. Our studio operates on a hybrid work model, with flexibility to work remotely for a portion of the week. Berger Partnership is an E-Verify firm.

The Work

The Senior Project Accountant plays a critical role in supporting project managers and firm leadership by creating clear financial visibility across projects, ensuring accurate reporting, and supporting strong fiscal performance across a diverse portfolio of public and private work. This role works closely with Principals, project managers, and firm leadership to translate financial information into clear, actionable insights that support strong project performance.

Project Financial Management

- Partner with Project Managers to enter and maintain project budgets in Deltek Vantagepoint
- Track labor, consultant costs, and reimbursable expenses against contract values
- Monitor percent complete, earned revenue, and work-in-progress (WIP)
- Identify and report potential budget overruns or financial risks to Project Managers and Principals

- Provide financial reporting that supports PMs and Partners in project accountability and decision-making
- Support contract compliance related to billing requirements and financial reporting

Billing & Revenue Management

- Oversee and manage the firm's project billing process
- Manage the invoice review process with Project Managers and Principals to ensure timely and accurate billing
- Perform invoice quality checks for completeness, including contract limits, billable hours, and reimbursable expenses
- Manage consultant pay applications and subconsultant invoicing
- Track accounts receivable and coordinate follow-up on outstanding invoices
- Ensure revenue recognition aligns with firm accounting practices

Financial Reporting & Analysis

- Produce monthly project financial reports for leadership and project managers
- Analyze project performance including utilization, multipliers, and profitability
- Maintain WIP schedules and reporting
- Track project backlog, including remaining contract value on active projects and projects under contract that are pending start
- Support project-related cash flow forecasting

Accounting Operations

- Support month-end close processes and ensure reporting is completed within established timeframes
- Collaborate with external accounting services, CPA, and CFO on month-end and year-end accounting information requests
- Assist with audits and tax preparation documentation
- Maintain internal controls and accounting best practices
- Support payroll allocation review and labor reporting

Systems & Information Flow

- Support improvements to financial reporting and information flow between accounting, project managers, and leadership
 - Maintain and optimize reporting tools within Deltek Vantagepoint
 - Support training of project managers in financial reporting tools and best practices, including directing staff to existing documentation and resources
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Qualifications

- Bachelor's degree in Accounting, Finance, or related field
 - 5–8+ years of progressive accounting experience, preferably in architecture, engineering, or professional services
 - Strong understanding of project-based accounting and revenue recognition
 - Expert-level experience with Deltek Vantagepoint strongly preferred
 - Advanced Excel skills
 - Strong analytical, organizational, and communication skills
 - Experience working with public agency contracts preferred
 - CPA or CMA preferred
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What Success Looks Like

- Project managers have clear and timely financial information to support decision-making
 - Billing is accurate, timely, and aligned with contract requirements
 - Month-end close and financial reporting occur within established timeframes
 - Leadership receives meaningful financial insight into project performance
 - Financial information flows efficiently between accounting, project teams, and leadership
 - Strong working relationships are built across the studio, translating financial information into actionable insights for non-financial staff
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Compensation & Benefits

- Salary range: \$90,000–\$110,000 depending on experience
- Medical, dental, and vision insurance
- 401(k) with 3% safe harbor contribution
- Paid time off and holidays
- Hybrid work flexibility
- Professional development support

Send application materials to resumes@bergerpartnership.com by June 1, 2026.