



PO Box 470 • 255 Sarazin Street
Shakopee, Minnesota 55379
Main 952.445-1988 • Fax 952.445-7767
www.shakopeeutilities.com

Project Accountant

Shakopee Public Utilities has an opportunity in the Finance Department for a Project Accountant. This position is responsible for various duties relating to maintaining the work order project accounting cycle, including generating work orders, billing developers, monitoring that charges are accurately being posted in accordance with contracts and agreements, providing regular updates on work order statuses to department managers and supervisors, closing work orders appropriately, following generally accepted accounting principles (GAAP) and running periodic reports.

Education & Experience:

- Two-year degree in finance or accounting field plus one to two years relevant work experience or High School Diploma plus three years of relevant work experience.

Required Knowledge:

- Thorough understanding of GAAP and GASB regulations.
- Experience in construction industry and job costing accounting a plus.
- Advanced proficiency in managing general ledgers, journal entries, and accounting reconciliations.
- Strong financial and problem-solving aptitude.
- Excellent organizational skills and attention to detail.
- Excellent verbal, written, and presentation skills; communicates effectively with management, employees, customers, and vendors.

Wage Range: \$34.93 - \$45.40
Full Benefits Apply

For a full job description and application go to www.shakopeeutilities.com.

Submit resume and application to HR@shakopeeutilities.com or by mail to Shakopee Public Utilities, Attn: Human Resources, PO Box 470, 255 Sarazin Street, Shakopee, MN 55379-0470. **Position posted until May 29, 2026 or until filled.**





PO Box 470 • 255 Sarazin Street
Shakopee, Minnesota 55379
Main 952.445-1988 • Fax 952.445-7767
www.shakopeeutilities.com

SHAKOPEE PUBLIC UTILITIES POSITION GUIDE

February 12, 2024

Position Title: Project Accountant

Department: Finance

FLSA Status: Non-Exempt

Organizational Relationship:

Reports to: Accounting Supervisor

Supervises: None

Position Summary:

This position is responsible for various duties relating to maintaining the work order project accounting cycle, including generating work orders, billing developers, monitoring that charges are accurately being posted in accordance with contracts and agreements, providing regular updates on work order statuses to department managers and supervisors, closing work orders appropriately, following generally accepted accounting principles (GAAP) and running periodic reports.

Essential Duties and Responsibilities:

- Maintain project-related records, including contracts, agreements, payables, receivables and change orders.
- Open and assign work order numbers.
- Liaison with engineering, electric and water departments regarding on-going projects.
- Create all project-related billings.
- Track all project-related billings to ensure prompt payment and escalate unpaid issues timely.
- Track all accounts payable invoices related to work orders to ensure within estimated budgets.
- Ensure all IC134's are collected.
- Evaluate material and labor charges are accurate on all open work orders.
- Prepare monthly reports from work orders to review with department managers.
- Track open work orders to ensure projects are closed in a timely manner.
- Close out work orders upon completion of projects.
- Maintain fleet management licenses, titles, and insurance for all existing assets.
- Assist with month end close process.
- Perform other related duties and tasks as assigned.

Education and Experience:

- Two-year degree in finance or accounting field plus one to two years relevant work experience or High School Diploma plus three years of relevant work experience.

Required Knowledge, skills and abilities:

- Thorough understanding of GAAP and GASB regulations.
- Experience in construction industry and job costing accounting a plus.
- Advanced proficiency in managing general ledgers, journal entries, and accounting reconciliations.
- Strong financial and problem-solving aptitude.
- Excellent organizational skills and attention to detail.





PO Box 470 • 255 Sarazin Street
Shakopee, Minnesota 55379
Main 952.445-1988 • Fax 952.445-7767
www.shakopeeutilities.com

- Excellent verbal, written, and presentation skills; communicates effectively with management, employees, customers, and vendors.

Position type and expected hours of work:

This is a full-time position. Days and hours of work are Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, laptops, copiers, and printers.