



## Project Coordinator - Finance & Accounting WORLEY

**Job Category:** Accounting/Finance

**Job Source:** nrbjobs.com

### Job Summary

**Employment Type:** Full Time

**Gender:** Any

**Career Level:** Entry Level

**Salary:** Negotiable

**Experience:** Minimum 3 years

**Posted On:** 21 Apr 2024

**Application Deadline:** 20 May 2024

### Job Context

- The challenge? Helping ensure the supply of our world's oil and gas. At Worley, we deliver solutions that span the entire breadth of the oil industry. Our Project Coordinator job will provide you with the opportunity to work and live on the North Slope of Alaska on a rotational basis. You will be part of an important team performing a variety of administrative support duties in a fast-paced environment for our operations on the North Slope. Each day you will be responsible for providing **finance** and **accounting** support in the form of financial reports, cost tracking, billing, project budgets, and invoicing, among other duties.

### Job Description/Responsibility

- Assists in month-end closing process, including preparation of cost & revenue accruals.
- Generation of ad-hoc financial reports for senior management.
- Retrieval, preparation, and distribution of client cost reports.
- Represent Worley in cost reporting and invoicing related discussions with client representatives.
- Provide cost-tracking direction to field personnel.
- Review, approve, and delegate vendor invoices.
- Generate and troubleshoot Microsoft Access queries, forms, and reports.
- Analyze data using Microsoft Excel formulas, pivot tables, and other tools.
- Assess data to ensure reporting logically ties to field activity and client pricing and aligns with contractual obligations.
- Reconcile and submit subcontract expenses for client payment.
- Create project-level tasks for internal cost tracking and billing.
- Engage with Worley Project Accountants to ensure timely and accurate cost tracking and invoicing.
- Take direction from Worley field leadership, providing reports and information as needed.
- Apply contract language for client and project scope of work.
- Apply contract bill rates to internal and external cost reports and budgeting tools.
- Review all client invoices to ensure accuracy and professional presentation.
- Track and manage accounts receivable (AR) and work-in-progress (WIP) balances, following up on delayed WIP and overdue AR.
- Assist in the development and generation of reports.

- Assist in the preparation of financial information to measure performance against various budget scenarios.
- Engage in discussions surrounding the daily business activity of the operating division.
- Prepare data logs for monthly accruals and billing reconciliation.
- Work closely with the Dispatch team to ensure accurate data representation.
- Participate in audits and resolution activities.
- Complete data entry and coding.
- Prepare Field Material Requests (FMR) and procurement requests as needed.
- Participate in proposal preparation.
- Maintain established filing and tracking systems.
- Perform other duties as assigned.

### **Education Requirements**

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

### **Additional Academic Requirements**

- Bachelor's degree in Business Administration or equivalent experience.

### **Experience Requirements**

- Minimum 3 years of experience is required.

### **Additional Experience Requirements**

- Minimum of three (3) years of in-depth experience working as project coordinator or accounting manager on various challenging projects.

### **Skills Requirements**

- Excellent proactive verbal and written communication skills.
- Robust Microsoft Access skills.
- Strong Microsoft Excel skillset.
- Demonstrated abilities in business-related math skills.
- Interpersonal qualities including self-motivation, resilience, positive attitude, and teamwork.
- Familiarity with data management and analysis.

### **Work Area**

- Applicant should have experience of working in the following category(ies): Accounting/Finance

### **Industry Type**

- Experience should include the following skills: Energy/Power/Fuel

**Address:** North Sydney, Australia, North Sydney, Australia, Australia

**Company Profile:** Energy & Utilities

**Company Website:** <http://www.worley.com/>