



The Boston Consulting Group is the worldwide leader in strategy consulting. We have been working with top international enterprises for 50 years—with more than 80 offices in over 40 countries. There are good reasons for our accomplishments: respect, trust, and identification with our work. Would you like to be part of our unique team? We are currently looking for a

Project Accountant (full-time)

As a Project Accountant, you will report to the Accounting Manager and will be responsible for the following main tasks:

RESPONSIBILITIES

Time & Billing project management system

- Overseeing the local Time & Billing function in line with the firm's policies together with the Accounting Manager
- Auditing timesheets on a weekly basis, ensuring conformity with the staffing plan, and identifying any discrepancies
- Handling accounts receivable; ensure timely invoicing and collection of payments
- Performing case project management transfers, corrections, and absorptions after obtaining the necessary approvals; ensuring timely and accurate processing
- Maintaining employee files in the Time & Billing application
- Ensuring that local practices comply with BCG policies and local requirements

Client service and support

- Ensuring that all documentation requirements are met, including proposals, budgets, contracts, relevant case files, and correspondence; supporting requests from client teams as well as regional and external auditors
- Helping to maintain client documents in the Contract Compliance Management Tool and reviewing client contracts and budgets to assess whether pricing guidelines are met and identify business risk
- Supporting the research of case work activity to explain deviations from the budget with regard to case finances and to proactively provide status updates to lead billing officers
- Completing weekly reviews and reporting on work in progress, accounts receivable, collections, and absorptions to ensure timely and accurate processing
- Providing project management reporting (system-generated and custom) as required
- Creating client satisfaction survey slides and distributing them to Partners, Principals, and/or PLs
- Providing support during local audits

QUALIFICATIONS

Educational requirements

- Commercial apprenticeship or equivalent, accountant certification is a plus
- At least two years of relevant work experience in an international environment; experience in a professional services business is a plus

Business skills

- Knowledge of general accounting principles, procedures, and practices
- Proven aptitude for learning systems, tools, and technology
- Proficiency with MS Office
- Experience with financial systems (Oracle is a plus) and reporting tools (Business Objects is a plus)
- Sound knowledge of and fluency in German and English required

Soft skills

- High degree of discretion in handling confidential data and information
- Excellent communication and presentation skills
- Excellent interpersonal and social skills
- Strong analytical skills
- Ability to work in a team and assertiveness when working together with different stakeholders
- A self-driven, motivated, solution-oriented, and hands-on personality
- Adaptability to new fast-paced, dynamic environments
- Ability to cope with pressure and remain professional under time constraints



APPLICATION

Have we sparked your interest? If so, please upload your application [here](#).

We look forward to receiving your application.

The Boston Consulting Group AG (Switzerland)

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