

Schweitzer & Associates, Inc.

Schweitzer & Associates, Inc. (S+A) is a certified DBE-SBE/MBE-WBE, founded to help companies, organizations, and institutions achieve their sustainability goals and stay “ahead of the curve” in creating healthy, sustainable, economically viable resilient communities. We collaborate with our clients and their stakeholders to create win-win-win solutions that prioritize environmental benefits, increase social equity, and maximize profits.

S+A is a highly sought after boutique sustainable community / real estate development consulting firm implementing sustainable community development, and high-performance healthy building solutions. We are leaders, and subject matter experts, we are team players with diverse multi-disciplinary expertise, working at the intersection of policy, planning, design, development, and economics. S+A’s clients are some of the preeminent landowners, community developers, Counties, Cities, Transportation Authorities, and universities in the country. Learn more about us on our website: www.schweitzer-associates.com

S+A brings together SCIENCE + ART to optimize TRIPLE BOTTOM-LINE VALUE with responsible and innovative land use solutions.

Job Description

S+A is looking for a part-time Ajera Contracts / Billing / Project Manager to support S+A’s growing business supporting both public agencies (FAR Compliant) and private community development clients. Our core services include supporting Sustainability and Climate Resilience Programs and CALGreen Code Compliance for some of the nation’s largest infrastructure capital projects, and community development projects.

Duties and Responsibilities

- Set up projects in Ajera per proposals and contracts.
- Manage the project review process.
- Assist our Project Managers with their daily management and maintenance with Ajera.
- Work with Principals and Project Managers on the development of Project Budgets within Ajera.
- Analyze client contracts and make sure that Ajera records match contract. Update projects in Ajera with contract amendments.
- Assist with consultant contract and insurance management. Ensure consultant invoices are appropriately billed. Ensure consultant contract changes are updated in Ajera.
- Assist with preparation of project proposals including budgeting, task development, and timelines.
- Work with Project Managers in preparation for monthly billing. Ensure accurate set up of billing rates and budgets.
- Monitor and analyze project reports and notify Principals if corrective actions are needed.
- Oversee the preparation and issuance of client invoices and accurately recording in Ajera.
- Monitor accounts receivable and accounts payable aging. Be able to address slow pay issues.
- Prepare reports for the management team.
- Complete documentation to maintain DBE, WBE, SBE and other company certifications.

Qualifications

- Bachelor’s degree or higher in accounting, project management, business administration or related fields.
- A combination of education and work experience will also be considered in lieu of a degree.
- Proficiency in Ajera Project Management.
- Familiar with FAR (Federal Accounting Requirements) and be able to ensure S+A is FAR Compliant.
- Ability to prioritize multiple simultaneous projects with varying deadlines.
- Excellent organization, communication, and administrative skills.
- Acute attention to detail.
- Works well with multiple project managers.
- Must possess strong interpersonal communication skills; be able to work independently, multi-task, problem solve, and have the ability to meet deadlines with a high energy, confident, and positive attitude.
- Excellent organization and administrative skills.
- Highly proficient in Microsoft Office (Excel, Word, PowerPoint, etc.)
- One or more of the following credentials desired:
 - ✓ **Ajera Certified Professional**
 - ✓ **Project Manager Professional (PMP) Certification**

Compensation

TBD based on experience.

Please apply online at S+A Careers: [Careers — Schweitzer & Associates \(schweitzer-associates.com\)](https://www.schweitzer-associates.com/careers), and cc'boyd@schweitzer-associates.com