



PETROTECH INC.

Job Description – Senior Accountant

Position Title: Senior Accountant
Department: Finance / Accounting
Reports To: Controller
Location: New Orleans, LA
FLSA Status: Exempt
Date: March 2026

Position Summary

We are seeking a detail-oriented and results-driven Senior Accountant to lead billing operations and accounts receivable management for Petrotech Inc.'s New Orleans office. This role ensures accurate project billing, timely collections, and compliance with contract terms, while supporting financial reporting and optimizing cash flow.

Key Responsibilities

- Manage project and contract billing (progress, milestone, and time & materials)
 - Review contracts and change orders to ensure billing accuracy and compliance
 - Monitor accounts receivable aging and drive timely collections
 - Resolve billing discrepancies, deductions, and short payments
 - Prepare and distribute AR aging reports to project stakeholders
 - Support month-end close, including journal entries and account reconciliations
 - Maintain ERP billing and job cost systems to ensure data integrity
 - Assist with sales and use tax reporting and compliance
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Education & Experience

- Bachelor's degree in accounting or finance
 - Minimum of 3 years of progressive accounting experience
 - Experience in construction billing including job cost accounting, AIA billing, retainage
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Technical Skills

- Strong knowledge of general ledger accounting and reconciliations
 - Advanced Excel skills (pivot tables, lookups, data analysis)
 - Experience with ERP/accounting systems
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Soft Skills

- Strong attention to detail and accuracy
 - Excellent organizational and time-management skills
 - Effective written and verbal communication skills
 - Proactive approach to collections and problem-solving
 - Ability to work independently and collaboratively
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Preferred Qualifications

- CPA designation or progress toward CPA certification
 - Experience with lien waivers, retainage tracking, or project-based accounting
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Supervisory Responsibilities

- None
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Physical Requirements

- Ability to sit for extended periods and use standard office equipment
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Working Conditions

- Primarily office-based, with occasional extended hours during close periods
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Compensation and Benefits

- Salary: Commensurate with experience
 - Comprehensive benefits package including:
 - 401(k) matching
 - Medical, dental, and vision insurance
 - Life insurance and disability coverage
 - Paid time off and holidays
 - Professional development opportunities
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Schedule

- Full-time, Monday–Friday, standard business hours, with flexibility during reporting cycles
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Work Location

- New Orleans, LA Office
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About Petrotech Inc.

Petrotech Inc. is a leading provider of automation, control, and instrumentation solutions supporting power generation and industrial process applications. We are committed to engineering excellence, operational reliability, and delivering high-performance solutions to our customers worldwide.

Equal Employment Opportunity Statement

Petrotech Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, gender identity, sexual orientation, or any other protected characteristic under applicable law.