## Project Accountant

**Description** The PS Cost Accountant is responsible for validating and processing all Project related data including Project Structuring and Cost planning.

Please note that the below tasks are the functions of the Project Accountant. In addition to this, based on Agency requirements, additional composite roles can be provided which does not fall under Project systems role mapping.

Additional Role Conflicts:  This role should not be assigned to AR and/or AP processing roles.

### Tasks/Responsibilities

- Asset Display
- Asset Reports related to Projects
- Change and display cost planning
- Communicate with respective Project Manager in cost plan or actual cost arising out of FI/MM transactions
- Project reports
- Project System reports
- Purchasing Display related to Projects
- Verify Project Structures

### Related Processes

- Project Systems

### Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Project Manager

### Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User (excluding AP & AR roles)

### Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English

- Project Life Cycle, as designed in SCEIS

### Expected Training Courses

Total Training Hours: 19

Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation          Duration in Hours: 1

Course Title: FI100 SCEIS Financial Overview          Duration in Hours: 2

Course Title: PS300 SCEIS Project Systems          Duration in Hours: 16

## Project Manager

**Description**  The Project Manager is responsible for validating and processing Project Structures  & Cost Planning and should be able to view (display) all Cost relevant reports that occur in relation to the project in AP, FM, GM, Procurement and Asset Management. The Project Manager will also have the additional responsibility of releasing a WBS.

In addition to this, based on Agency requirements, additional composite roles can be provided which does not fall under Project systems role mapping.

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

AP or AR processing roles

### Tasks/Responsibilities

- Asset Display
- Asset Reports related to Projects
- Change and display cost planning
- Communicate with respective cost accountants in cost plan or actual cost arising out of FI/MM transactions.
- Project reports
- Project System reports
- Purchasing Display related to Projects
- Verify Project Structures

### Related Processes

- Project Systems

### Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- See role description field (at the top of this page) for detail

### Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User (excluding AP & AR roles)

### Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English

- Project Life Cycle, as designed in SCEIS

### Expected Training Courses

Total Training Hours: 19

Course Title: COR120 SCEIS SAP Enterprise Core          Duration in Hours: 1
Component (ECC) Overview and Navigation

Course Title: FI100 SCEIS Financial Overview          Duration in Hours: 2

Course Title: PS300 SCEIS Project Systems          Duration in Hours: 16

## Project Display and Reporting

**Description** The PS reporting Role will have the ability to process and view all reports related to Project systems. In addition to this, based on Agency requirements, additional composite roles can be provided which does not fall under Project systems role mapping.

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

Project Manager and/or Project Accountant or AP or AR processing roles

### Tasks/Responsibilities
- All Project system reports

### Related Processes
- Project Systems

### Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- See role description field (at the top of this page) for detail

### Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User (excluding AP & AR roles)

### Knowledge/Skills/Abilities
- Knowledge of a computer and the ability to read and write English

- Project Life Cycle, as designed in SCEIS

### Expected Training Courses

Total Training Hours: 24

Course Title: PS310 SCEIS Project Systems Reporting          Duration in Hours: 8

Course Title: PS300 SCEIS Project Systems          Duration in Hours: 16