

# CAREERS

## Project Accountant

The Project Accountant (PA) ensures that processes and procedures related to project accounting and reporting are adhered to by all project partners. They are familiar with all documents (job records, budgets, progress payment requisitions) in order to make certain there is accurate accounting for construction jobs. The PA is responsible for monitoring projects to completion, reviewing budgets, and analyzing work in progress (WIP) while collaborating with Project Managers, Project Coordinators, and corporate teams.

## Qualifications

- Comprehensive knowledge of municipal, provincial, and federal statutes and regulations related to the construction industry
- Experience with and knowledge of construction best practices, cost control, operations, documentation, and procedures
- Basic contract law knowledge (compliance and financial)
- Ability to work independently and as a team player
- Analytical skills to recommend process improvements
- Ability to perform effectively under pressure and time constraints
- Professional written and oral communication and presentation skills
- Detail oriented with a high level of accuracy
- High level of proficiency with computer applications, including Microsoft Office, Accounting, and Enterprise Resource Planning (ERP) software

## Education & Experience

- Post-secondary degree or diploma in Accounting
- Commissioner for Oaths appointment
- Minimum three (3) years' accounting experience in the commercial/institutional construction industry

## Functional Responsibilities

- Ensure contracts are complete and finalized from a compliance and financial perspective
- Assist in the preparation of progress invoices for accounts receivable billing

- Work as part of the project management team from both a planning and close-out perspective
- Assist in the preparation of cost projections
- Monitor holdbacks and retainage with customers and subcontractors
- Work with the Project Managers and Project Coordinators to resolve contract issues as they arise
- Maintain and update change orders and back charges and distribute necessary material
- Ensure timely review and recording of all invoices and payments for vendors/subcontractors
- Prepare partial and final lien releases, and all required notices related to projects and subcontractors
- Prepare reports and analyses as required and maintain subcontractor files
- Secure all necessary approvals and ensure processes and procedures are followed
- Maintain compliance with accounting standards and company policy
- Prepare ad hoc financial reports for projects as required
- Support Accounting Manager during month-end close as required
- Reconcile project-related credit card charges
- Record customer payments on project billings
- Assist with internal and external audit requirements
- Responsible for training on new processes and computer systems
- Assist with the development of reports and processes in the ERP system
- Other administrative duties as required

## Working Conditions

- Office atmosphere
- Manual dexterity required to operate computer and peripherals