

CAREERS

Accounting Intern (Summer position, May – August)

The Accounting Intern will assist in processes and procedures related to both financial and project accounting/reporting. They will become familiar with all documents (job records, budgets, progress payment requisitions) and gain an understanding of how project accounting impacts financial statements. The incumbent will be a team player assisting in monitoring projects to completion, reviewing budgets, and analyzing work in progress (WIP) while collaborating with Project Teams to work together for better results. The Accounting Intern works under close supervision of the Accounting Manager and is guided by the Accounting Team.

Qualifications

- Knowledge of municipal, provincial, and federal statutes and regulations related to the construction industry considered an asset
- Knowledge of job costing, operations, documentation, and procedures would be an asset
- Basic contract law knowledge (compliance and financial)
- Able to work and collaborate in a team environment
- Active listener with effective verbal and written communication skills
- Detail oriented, accurate, and precise
- Analytical skills to recommend process improvements
- Ability to perform effectively under pressure and time constraints
- High level of proficiency with computer applications, including Microsoft Office suite. Experience with Enterprise Resource Planning (ERP) software is an asset.

Education & Experience

- Second-year completed student in the Bachelor of Business Administration - Accounting program or a related equivalent
- Basic accounting knowledge and experience in an accounting setting
- Some exposure to a construction environment is preferred
- Valid driver's license

Functional Responsibilities

In order to gain experience in a variety of areas and to support the Accounting team, the Accounting Intern will provide assistance with duties that may include the following:

- Project compliance verification
- Assist in the preparation of progress invoices for accounts receivable billing
- Work as part of the project accounting team from a monthly financial cycle perspective
- Monitor holdbacks and retainage with customers and subcontractors
- Ensure timely review and recording of all invoices and payments for vendors/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
- Assist in corporate credit card reconciliation
- Record customer payments on project billings
- Assist with internal audit requirements
- Responsible for training on new processes and computer systems
- Assist in general accounting monthly requirements
- Other administrative duties as required

Working Conditions

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

Please apply at careers@jen-col.com, referencing “**Accounting Intern position**” in the Subject line. In the application package please include:

- Resume
- Cover letter outlining why you would be a good fit/interest in construction accounting
- Most recent transcript