

CAREERS

Project Accountant

The Project Accountant (PA) ensures that all project partners adhere to processes and procedures related to project accounting and reporting. They are familiar with all documents including job records, budgets, and progress payment requisitions to ensure accuracy in 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

- Proven experience in project accounting within the construction industry, particularly in commercial and institutional projects
- Comprehensive knowledge of municipal, provincial, and federal statutes and regulations related to the construction industry including construction contracts, billing practices, and provincial holdback legislation
- Strong understanding of construction best practices, cost control, operations, documentation, and procedures
- Basic contract law knowledge (compliance and financial)
- Exceptional attention to detail, with a strong ability to ensure accuracy in financial records and project documentation
- Ability to work independently while being an effective team player
- Analytical mindset with the ability to identify and recommend process improvements for enhanced efficiency
- Ability to perform effectively under pressure and time constraints
- Professional written and oral communication and presentation skills
- High level of proficiency with computer applications, including Microsoft Office, Microsoft Teams, and Enterprise Resource Planning (ERP)

Education & Experience

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

Functional Responsibilities

- Ensure contracts are complete and finalized in compliance with financial and regulatory requirements
- Assist in preparing progress invoices for projects
- Collaborate with the project management team throughout the planning and close-out phases
- Assist in the preparation of cost projections
- Monitor holdbacks and retainage with vendors and subcontractors
- Work with the Project Managers and Project Coordinators to resolve contract-related issues
- Maintain and update change orders and distribute necessary documentation
- Ensure timely review and recording of all vendor and subcontractor invoices and payments
- Prepare partial and final lien releases, and all required notices
- Generate reports and analyses as required and maintain subcontract files
- Secure required approvals and ensure adherence to processes and procedures
- 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