

Position Summary

Location:	Toronto, Ontario, Canada
Position Type:	Permanent Full-Time
Reports To:	Chief Financial Officer

General Description

As a Project Accountant, you will develop, analyze, interpret, and provide internal distribution of financial information in order to appraise operating results in terms of profitability and performance against a budget on assigned projects.

Roles and Responsibilities

General Requirements

- Strong communication skills and the ability to communicate effectively with employees at all levels of the organization
 - Writes clearly and informatively
 - Edits work for spelling and grammar
 - Varies writing style to meet needs
 - Able to read and interpret written information
 - Listens and gets clarification
 - Responds well to questions
 - Facilitates process and procedure in the best interests of the company
 - Identifies and resolves problems in a timely manner
 - Gathers and analyzes information skillfully
 - Follows instructions, responds to management direction
 - Commits to additional hours of work when necessary to reach goals
- Ability to work in and support a strong team concept but have the ability and insight to work independently
 - Present oneself as professional, innovative, creative
 - Balances team and individual responsibilities
 - Focuses on solving conflict, not blaming
 - Maintains confidentiality
 - Accepts responsibility for own actions
 - Must be able to be productive in an open office environment
- Be “results oriented”
 - Takes independent actions and calculated risks
 - Asks for and offers help when needed.
 - Follows through on commitments
 - Looks for ways to improve and promote quality

- Demonstrates strong analytical, organizational, and time management skills
 - Synthesizes complex or diverse information
 - Collects and researches data
 - Demonstrates attention to detail, accuracy and thoroughness
- 5+ years of experience, preferably in the construction/GC field
- Broad knowledge of general accounting practices and in-depth knowledge of accounting procedures
- Advanced Excel skills, including vlookup formulas and pivot tables.
- Hands-on experience with the Sage/Timberline accounting software would be highly desirable
- Demonstrated ability to work effectively in a deadline-driven environment

Role Specific Responsibilities

As Project Accountant, this person is responsible for multiple projects including:

- Acting as a liaison between Accounting and project teams to collect financial data for the preparation of accurate reporting on earned margins and job status.
- Maintaining accurate and current budgets in the accounting system for each project.
- Preparing monthly, quarterly and annual management reports; as well as, ad hoc reports requested by Senior Management, Executives, Partners or the Bank.
- Preparing adjusting entries to the job cost for corrections and changes identified
- Identifying, reporting, and analyzing cost versus budget variances
- Preparing and maintaining project pro formas', which are the basis for cash flow projection and capital requests, based on the most current information and estimates available
- Monitoring monthly activity and maintaining a strong understanding of the status of assigned projects.

As Project Accountant, this person will also:

- Assist with preparing monthly reporting to shareholders
- Assist with preparing for annual financial statement review engagement