

Position: Project Accountant

Reporting Relationship: Controller

Key Responsibilities

- Cash Management
 - Prepare monthly bank progress draws
 - Assist Senior Accountant with updating the 45 days cash position forecast spreadsheet
 - Prepare bank reconciliations for group of companies
 - Prepare deposits to the banks
 - Update Senior Accountant/Controller with cash requirements to meet payment obligations

- Project Accounting
 - Prepare monthly project projection reports
 - Prepare and update cost of sales spreadsheets/WIP reports
 - Enter direct cost entries as required
 - Assist Project Analyst in updating project proformas and cashflows, including inputting actuals monthly
 - Prepare reconciliation between Job Cost and General Ledger
 - Back up to Staff Accountant in entering budget change requests into job cost system

- General Ledger and Period-end
 - Update intercompany loan interest schedules
 - Prepare monthly intercompany loan reconciliations
 - Assist Senior Accountant in entering GL journal entries as required (amortizations/accruals, etc.)
 - Assist with monthly working paper updates
 - Assist with quarter-end and year-end working paper package preparations
 - Back up to Financial Analyst in monthly import of property management accounting data from external property management companies

- Accounts Receivable
 - Prepare and post progress billings
 - Prepare and post manual AR invoices (including management fee invoices)
 - Reconcile management fee and overhead recoveries
 - Collect and post payments
 - Review AR aging report and notify Development Managers/Project Managers for any discrepancies and overdue receivables
 - Follow up with customers for accounts in arrears

- Accounts Payable (backup to Staff Accountant)
 - Assist Staff Accountant in AP processing when deadlines need to be met.
 - Back up to Staff Accountant for accounts payable duties

- Other
 - Prepare accounting file set-up and file organization
 - Prepare monthly or quarterly GST returns together with Staff Accountant
 - Assist with CRA tax audits
 - Assist in documentation and monitoring of internal controls, as well as recommending process improvements
 - Provide input into department's goal setting process
 - Other duties and projects assigned by CFO/Controller

Qualifications

- Attention to detail and high level of accuracy.
- Strong interpersonal and organizational skills.
- Ability to set priorities, meet deadlines and work under pressure.
- Clear and effective communication skills.
- Working knowledge of MS Word, Outlook, and intermediate Excel.
- Able to work well independently and in a collaborative, team-based environment.
- Thorough knowledge of accounting procedures and principles.
- Self-motivated to accomplish objectives.
- Relevant industry experience would be preferred.