

Job Description

West White Rose CGS Project



SNC-LAVALIN DRAGADOS PENNECON

Name:	PROJECT ACCOUNTANT
Department:	FINANCE
Reports To:	FINANCE LEAD

RESPONSIBILITIES

- Provide accurate and timely entry and reporting of data in the company financial systems.
- You will be responsible for accounts receivable, cost accruals, duties within the payroll process, select accounts payable vendors, account reconciliations, month end transactions and ad hoc requests.
- You will work collaboratively with management and project teams to ensure accuracy, timeliness, and completeness of data.

MAIN TASKS AND DELIVERABLES

- Primarily responsible for administering and control of project accounting on a continual basis.
- Maintain strong communication between Finance, Management and all other functional groups.
- Provide support for Accounts Payable.
- Cost Analysis – Financial Reviews, Commercial Requests, Cost Control Requests & Ad Hoc Management Requests
- Conducting financial package review (Income statement & Balance Sheet Reviews)
- Produce accurate and timely reports
- Account reconciliations.
- Assist with Monthly Remittances
- Assist with Banking Requirements
- Reconcile project accounting to general ledger.
- Ad hoc Reporting.
- Enter adjusting journals as required.
- Ensure project accounting procedures are followed.
- Constantly strive to improve accuracy of information flow through education, careful attention to detail, and improvements to information processing.

QUALIFICATIONS

- CPA designation an asset but not required. Accounting degree & three to five years of experience in the construction industry or project management
- Excellent verbal, written and interpersonal communications skills
- Strong computer skills.
- Experience in a related role within a project based / construction industry
- Proficient in Microsoft Excel.
- Experience with **ERP** systems.

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- Knowledge and experience in **SAP, JDE or ECMS** an asset.
- Ability to work with tight deadlines and in a team environment.
- As part of our dedicated focus on the health and safety of all employees, a pre-employment medical, including drug and alcohol testing will be required.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.