



Senior Project Accountant

Pave-Al Limited

Reports To: Accounting Manager

Starts On: To be determined

What Does a Senior Project Accountant Do?

The Senior Project Accountant will support the financial management for Heavy Civil projects, by monitoring progress, assisting the Project Manager with job billing and costing, and ensuring proper accounting controls are in place. The Senior Project Accountant will build and maintain internal and external relationships, showing close attention to detail, and be a solutions-driven member of the team.

As a Senior Project Accountant, You Will:

- Work with Project Managers to ensure accurate and timely reporting of job revenue and costs
- Prepare monthly journal entries including expense and revenue accruals
- Review and compare job performance with budget and prior year, explain variances to expectations
- Review job documents and ensure timely preparation of job invoices
- Generate invoices, review payment certificates, and resolve discrepancies that arise by liaising with Project Managers and Estimators
- Review all asphalt tickets for jobs and process all related job postings
- Review job related payroll
- Maintain project accounts and create job files in Jonas
- Provide year-end support for audit requirements

What You'll Bring:

- A post-secondary degree or diploma in accounting or an equivalent combination of education and accounting experience. 3+ years' relevant experience preferred
- Effective organization skills to meet deadlines in a fast-paced environment
- Keen attention to detail
- Problem solving skills to identify issues and generate optimal solutions
- Excellent oral and written communication skills to interact with various stakeholders
- Hands on experience with accounting and job costing software and proficiency with MS Office suite

Unsolicited resumes from staffing firms will not be accepted. We will contact candidates selected for an interview. Accommodations are available upon request.