

ROLE

The Project Accountant is responsible for overseeing and coordinating ongoing project costs with Project Managers and other personnel to ensure that all financial aspects of project execution are on track. The position prepares financial statements and reconciliations and reviews invoices to make sure the project is on budget while ensuring an accurate and comprehensive capture of project costs for use by the Project Team.

KEY RESPONSIBILITIES

- Prepare project accounting revenue, cost and gross margin analysis and provide monthly forecasts.
- Prepare project cost accruals with the support of the finance team
- Prepare and maintain project cash flow forecasts
- Reconcile and audit project costs to total billed and unbilled outlays
- Reconcile labour, equipment, subcontracts and manage internal transactions
- Process vendor invoices and payment using Explorer software.
- Ensure accurate revenue and costs are recorded in Explorer.
- Produce monthly/quarterly reports for management.
- File and maintain financial records.
- Create, verify and post transactions using Explorer.
- Prepare monthly account reconciliations including invoice reconciliation.
- Update schedules and statements.
- Assist Project Managers and other assigned project staff with contract reporting requirements in support of client requests.
- Assist with month end closing.
- Assist with financial and tax audits including TMEP Internal Audit process, resolving monthly or yearly audit queries and reconciliation.
- Perform limited collections duties to investigate and resolve invoice/billing queries.
- Audit project invoices for accuracy and maintain project account receivable records in coordination to cash flow
- Preparation of reports including the:
 - CVR Report this includes compiling, updating, reviewing and validation of specific inputs.
 - Incurred Cost Report, reporting subcontract, equipment rental and other accruals to TMEP.
 - Equipment List and Equipment Billing report
 - Contract Equipment Spare Parts & Consumables (CESPC) Report
- In pursuant of continuous improvement, assist in revising/improving current Power BI reports

Note: In addition to these duties personnel are required to carry out such other duties as may be reasonably required in order to support the objectives of the Company.

POSITION REQUIREMENTS

Qualifications

- Graduate of a 2-year business diploma program (Accounting concentration).
- Bachelor's Degree in Accounting or Commerce is considered an asset.
- Actively pursuing CPA (Chartered Professional Accountant) designation.

Experience

- 6-8 years of experience in a similar position, preferably in Pipeline Construction / Oil and Gas industry working on large major projects
- Experience with Inventory Management is considered an asset.

Skills and Knowledge

- Accuracy and attention to detail.
- Ability to maintain strictest confidentiality.
- Ability to work well in a fast-paced environment and meet tight deadlines.
- Ability to take initiative when there is limited structure or direction.
- Excellent oral and written communication and interpersonal skills.
- Proficient with MS Office Suite (especially Excel).
- Understanding of the oil and gas construction industry is considered an asset.

WORKING CONDITIONS

This position is field based and often works in remote project locations. Travel and/or living in temporary accommodations is required.

REPORTING RELATIONSHIPS

The Project Accountant reports to the Senior Accountant and Project Manager.

All applicants will be required to pass a mandatory drug and alcohol test.