

PROJECT ACCOUNTANT (VICTORIA, BC)

On behalf of our client, Durwest Construction Management, we are searching for a Project Accountant to join their Accounting team. Established in 1979, Durwest evolved into a full-time construction management company in 1983 and is currently owned by six active partners. Durwest specializes in the management of multi-unit residential, commercial, and institutional construction projects from concept to completion. They have provided Project and Construction Management services for public and private sector clients primarily on Vancouver Island for over 35 years. Located at the head office in Victoria, BC they currently manage projects ranging in construction value of \$1 million to \$70 million.

Reporting to the Financial Controller the Project Accountant will be responsible for the overall financial management for a variety of projects. Based onsite in Victoria, Durwest will give preference to candidates based locally. However, relocation assistance would be provided to strong applicants from other provinces.

Key Responsibilities:

- Overall management and execution of progress claims for all projects to clients
- Read and understand project-related contracts and subcontract documentation to ensure project setup procedures are aligned with contract terms and conditions
- Responsible for all aspects of accounts payable, accounts receivable and job costing for all projects in Sage 300
- Review AP job cost entries and posting to G/L
- Assist Durwest Controller with monthly requirements and reporting
- Assist with producing bi-weekly payroll
- Prepare all invoices to clients and control all payments made to vendors
- Create journal entries for billings to clients, adjustments to accounts, disbursements of prepaid accounts, labour accruals and corrections of entries
- Regular communication with Project Managers on project related budgets, change orders and forecasting
- Processing of holdback releases
- Prepare invoicing for tools and equipment

Skills & Qualifications:

- Undergraduate Degree or diploma in accounting or related business discipline
- Minimum 5 years+ experience in accounting
- Minimum 3 years+ experience in accounting in the construction industry
- CPA Accounting designation is an asset but not essential
- Ability to produce logical solutions to support project/client needs
- Demonstrated sense of urgency with a strong commitment to achieving goals and meeting deadlines
- Exceptional attention to detail and works well independently
- Ability to manage multiple priorities simultaneously and meet the time demands of unpredictable tasks
- Demonstrates a sense of leadership, urgency, and ability to get work completed in a fast-paced environment
- Experience of processing payroll is an asset but not essential
- Excellent Excel skills
- Experience with Sage 300 is an asset

This role will appeal to experienced Project Accountants who enjoy taking ownership of the projects they are working on. Working as a key member of a small accounting team, the role will allow the successful candidate to make an immediate impact on the business. In addition to the day-to-day project accounting, this position will work closely with the Controller to automate processes and create further business improvements.

Durwest is a progressive employer and supports its staff members for career growth and development to achieve a high level of professional standards. The comprehensive remuneration package for staff includes a competitive salary, employer-supported training and education and among the best-extended benefit packages in the industry.

If you feel you have the required background and would like to be a part of a progressive, award-winning employer, we invite you to forward your resume to kam.ketler@clearchoicehr.ca. We thank all candidates for their interest, however only those selected for an interview will be contacted.