



Position Title: Project Accountant

Description: The Project Accountant candidate will be responsible for monitoring and documenting the financial status of construction projects.

Duties:

The selected candidate will perform duties such as:

- Monitoring progress of projects
- Investigating variances
- Ensuring that project billings are issued to customers and payments collected
- Maintain project-related records, including contracts and change orders
- Review and approve supplier invoices related to a project
- Report to management on any opportunities for additional billings
- Report to management regarding the remaining funding available for projects
- Compile information for internal and external auditors, as required
- Other duties as assigned

Qualifications:

The role of requires:

- Degree in Accounting / Project Management. (ACCA would be an asset).
- Minimum of three (3) years' proven experience in project accounting or project management.
- Excellent organizational skills and ability to work in a fast-paced environment.
- Demonstrated advanced knowledge of MS Excel
- Self-starter (willing to take initiative rather than waiting to be told what to do)
- Strong organizational and planning skills.

Instructions to apply:

1. Interested candidates can submit their Application through <https://bit.ly/36tnl3z> or visit our website <https://www.gysbi.com/careers>

Closing Date: February 10th, 2020