



Project Accountant

At C-CORE, we are committed to investing in people and creating a dynamic and rewarding employment experience. C-CORE is seeking a **Project Accountant** to join our Finance and Administration team. The Project Accountant assists project teams with various tasks including the processing of accounts payable and accounts receivable, and supporting project financial reporting. If you are self-motivated, a team player, and committed to excellence, then this may be your opportunity.

C-CORE conducts R&D and provides research-based advisory services, delivering innovative engineering and technology solutions to national and international clients. Over the past 45 years, we have built a world-class team of over 80 dedicated professionals with a reputation for excellence in: Remote Sensing; Ice and Oceans Engineering; and Geotechnical Engineering. We are looking for outstanding employees to join our team. This position is located in our St. John's, NL office.

The Position

As the **Project Accountant**, you will prepare client invoices, process payments, provide project cost and revenue reporting for project managers, and provide related financial and administrative support to Corporate Services. The Project Accountant will report to the Accounting Lead. Specifically, you will be responsible for:

- Generating and disseminating invoices, including assembling all electronic supporting documents for invoices according to specific deadlines and in compliance with contracts and financial policies and procedures;
- Maintaining up-to-date billing rules for projects based on commercial terms in client contracts;
- Performing day-to-day financial transactions, including verifying and recording accounts receivable entries, performing collection and reporting activities, preparing bank deposits, and providing electronic payment notifications to the cashier;
- Updating the accounts receivable sub-ledger to ensure that all invoices and payments are accounted for and properly recorded;
- Analyzing and reviewing the AR aging report to monitor customer account details for non-payments, delayed payments, and other irregularities, and resolving discrepancies through communications with project managers and clients;
- Maintaining the electronic AP document filing system for vendor and subcontractor invoices and claims for payment in compliance with contracts and financial policies and procedures;
- Performing day-to-day financial transactions, including matching purchase requisitions to vendor invoices, preparing payments for approval and processing payments, including EFT, and preparing and posting journal entries;
- Updating accounts payable and maintaining periodic AP sub-ledger (weekly/monthly);
- Handling project manager and vendor inquiries about invoices, outstanding payments, etc.

- Providing project managers with regular reporting (monthly/quarterly) summarizing revenues and expenses to date, budget comparisons, and variance analysis as required;
- Understanding and interpreting the commercial/financial terms and conditions in project contracts is necessary to ensure financial compliance and avoid disputes.
- Completing reporting for various accounts including prepaid expenses, travel, HST, etc.;
- Updating vendor lists, completing vendor credit applications, issuing POs, and other vendor maintenance duties;
- Preparing weekly data upload files for the financial system (Banner feed)
- Assisting with closing for month-end financial reporting;
- Providing supporting documentation for audits;

As a member of C-CORE's Corporate Services Team which provides broad business support services to the corporation, there will also be the opportunity to participate in other projects and duties as required.

Qualifications

- Demonstrate a minimum of 3-5 years of proven work experience working in accounts receivable, accounts payable, and/or project-related accounting experience, or equivalent education and experience;
- Solid understanding of basic accounting principles;
- Proven ability to calculate, post, and manage accounting figures and financial records;
- Excellent computer skills in particular in using MS Office, as well as hands-on experience with Excel Spreadsheets, have familiarity with accounting software packages and be able to quickly learn and adapt to software tools
- Excellent verbal and written communication and decision-making skills to be able to work with project managers and customers;
- Strong attention to detail and accuracy in your work;
- Self-motivated individual, and accustomed to working independently;
- High level of flexibility and excellent interpersonal skills;
- Great organizational skills and efficient multitasking ability with a high degree of accuracy;
- Problem-solving and analysis skills.

Salary & Benefits

C-CORE is committed to investing in people and creating a dynamic, rewarding employment experience. C-CORE offers competitive salaries and benefits, including attractive vacation entitlements and medical & dental plans. More importantly, we offer the opportunity for professional development, higher education, and personal growth.

Apply to

Please forward résumés of qualified candidates electronically to: careers@c-core.ca stating **Project Accountant** in the subject line.

Deadline to Apply

February 16, 2024

C-CORE thanks all those who apply; however, only those whose skills most closely match the position will be contacted.