



## Project Site Accountant

Plan Group is currently looking to grow our Accounting team with the addition of a **Site Project Accountant** for our 20 King Street West Project. If you are organized and enjoy working in a fast paced work environment this is the next role for you.

As a member of our **Project Review** team you will:

- Manage the Time and Material (T&M) billing process on site for both Mechanical and Electrical teams, using our module in Jonas.
- Using the T&M module you will bill the job weekly/bi-weekly/monthly as agreed.
- Track billings backup (liaise with AP / project accounting teams) at head office.
- This includes: invoices/timesheets/safety attendance records (as outlined in the contract)
- Work with Project Accounting team to reconcile Jonas costs to billings
- Produce analysis / reports using Jonas on a weekly basis to be provided to Project Managers on site.
- Ensure understanding of admin/billing contents of the project contract
- Ensure that the processes outlined in the contract are being adhered to
- Managing Markup/rates on billings
- Other administrative and project related tasks to support our site administrator, as assigned by the Project Manager/Director

### Qualifications

- University/College diploma in Accounting, Business Admin or relevant education
- 2 – 3 years of experience in a similar role (construction industry an asset)
- Must have advanced knowledge of Microsoft Office, specifically Excel
- Knowledge of Jonas software an asset
- Excellent written and verbal communication
- Analytical and organized with superior attention to detail
- Team player with the ability to work independently
- Ability to handle strict deadlines and work under pressure
- Professional, responsive, and positive work attitude is essential
- High respect for confidentiality and a high level of sound and independent judgment, reasoning, and discretion

### Plan Group Inc.

We are Plan Group ([www.plan-group.com](http://www.plan-group.com)), Canada's most innovative multi-trade construction services provider for over 60 years. Through seamless execution across integrated disciplines and with an unwavering focus on health and safety, we bring foresight, insight and ingenuity to every project. We anticipate challenges sooner and uncover hidden opportunities faster. We



uphold our entrepreneurial spirit while combining our skills and experience with the global reach and expertise of the Bouygues Energies & Services ([www.bouyguesenergiesandservices.com](http://www.bouyguesenergiesandservices.com)) family. With offices in Toronto, Montreal, Vancouver and Ottawa, we take pride in contributing to the overall health of Canada's economy.

#### **We Offer**

- Competitive compensation and benefits
- Opportunities for growth and development
- An open and collaborative work environment
- And so much more....

Thank you for your interest in joining Plan Group. Please note that due to the volume of applicants only those who will be considered for an interview will be contacted.

Accommodations for applicants with disabilities will be made during the recruitment processes. Should you be contacted for an interview please advise if accommodations are required.

We are an equal opportunity employer.