

**POSITION SUMMARY**

The Project Accountant is responsible for monitoring and documenting the financial status of construction projects.

**OBJECTIVE**

- Monitoring progress of projects
- Investigating variances
- Ensuring that project billings are issued to customers and payments collected

**KEY RESPONSIBILITIES**

- Create project accounts in the accounting system
- Maintain project-related records, including contracts and change orders
- Review and approve supplier invoices related to a project
- Review and approve time sheets for work related to a project
- Review and approve overhead charges to be applied to a project
- Review account totals related to project assets and expenses
- Report to management on any opportunities for additional billings
- Report to management regarding the remaining funding available for projects and any variances
- Compile information for internal and external auditors, as required
- Other duties assigned relating to the job role.

**QUALIFICATIONS, EXPERIENCE & SKILLS**

- Degree or Diploma in Accounting or professional qualifications equivalent to the job.
- Minimum of three (3) years' proven experience in project accounting.
- Excellent organizational skills
- Demonstrated advanced knowledge of MS Excel
- Strong analytical skills
- Ability to analyze raw data and produce reports.
- Multi-tasking skills and ability to perform duties independently
- Self-starter (willing to take initiative rather than waiting to be told what to do)
- Strong organizational and planning skills.

**APPLICATION SUBMISSION:**

To successfully submit your application to us, please email your application and CV to [gysbi.vacancies@gysbi.com](mailto:gysbi.vacancies@gysbi.com)

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