

Berkim Construction Inc., located at 72 Jutland Rd, unit 22, Etobicoke, ON, is a well-established boutique construction firm focusing on safe and efficient project delivery.

We seek a high-achieving Project Accountant/Accounting Administrator who will work closely with the VP and senior leadership to help drive the business forward. The team is collaborative and hands-on, all focusing on a common goal. This role will encompass various accounting and administration duties across the construction project cycle. The successful candidate will manage accounting systems and processes, focus on accounts receivable/payable, generate and assess financial reports, and develop and organize other accounting and finance-related activities as required.

Job Description:

- Setting up the chosen project management, invoicing, and accounting software (Jonas Software and Procore);
- Administrating the POs and contracts in the Jonas Software and Procore;
- Processing monthly transactions by reviewing, verifying and post-trading contractor billings at strict deadlines;
- Managing AP payments coordinated with client payments and bank accounts;
- Communicating with vendors regarding payment status and internally for rushed payments etc;
- Maintaining communication and documentation with staff regarding internal control procedures, such as progress draw;
- Generating accounting and financial reports and providing insightful analysis to senior management;
- Preparing budget forecasting to present results to the Executive team;
- Developing cost findings closely with the Vice-President, while maintaining positive cash flow;
- Prepare proforma analysis on potential new deals to be reviewed by management;
- Preparing financial and government regulatory filings, such as payroll remittances, t-slips (T4, T4A, T5, T3), WSIB, EHT and Labour Pension Plan filing and remittance;
- Processing year-end adjustment entries;
- Preparing bank reconciliations, credit card bookkeeping, and filing HST/GST returns monthly;
- Supporting external accountant in regular reporting, including year-end procedures;
- Acting as the first point of contact with clients, third parties and stakeholders; and
- Other various ad hoc reporting and office administration duties as required.

Skills/Qualifications:

- Bachelor's degree in accounting, finance, or business administration
- Worker health and safety certificate
- First Aid and CPR certificate
- 5 years minimum primary developing and administrating accounting systems and processes is required
- 1 year of experience in the construction or real estate development industry is required
- Excellent Microsoft Excel skills, including pivot tables and v-lookups
- Excellent skill in all Microsoft Office applications
- Able to develop comprehensive working project schedules with Microsoft Project
- Ability to set, use and administrate Jonas Construction Software and Procore Management Software
- Must be able to self-motivate within a small team and use own initiative
- Must be able to think independently and make sound decisions
- Strong ability to prioritize and handle multiple tasks simultaneously
- Team player with strong interpersonal and communication skills
- Must possess solid oral and written skills in the English language
- Must be able to work flexible and extended hours as required.

Work Conditions

- **Job Title:** Project Accountant / Accounting Administrator
- **Language of Work:** English
- **Wage:** \$38.46 to \$ 42.66 per hour (to be negotiated based on experience). A performance bonus may be available.

- **Benefits:** Dental care, disability insurance, extended health care, life insurance, paid time off, vision care
- **Location of Work:** 72 Jutland Rd, unit 22, Etobicoke, ON
- **Term of employment:** Permanent
- **Total hours per week:** 37.5 hours
- **2021 NOC: 11100**

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

How to apply:

Please e-mail your cover letter and resume to employment@berkim.com.