

Title: Finance Project Accountant

Term: Permanent, Full-Time

Location: Coquitlam, BC

ROKSTAD STRATEGIC INTENT

We are an innovative and progressive family-orientated business that excels in providing safe, reliable Transmission and Distribution services for its valued clients across North America.

SUMMARY

As a Finance Project Accountant, you will work closely with the Project Managers and/or VPs of Transmission and Distribution. You will be responsible for supporting and managing the accounting functions for the various divisions and/or major projects, ensuring accurate job costing and timely reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform job set up, control and maintenance activities;
- Support the administration of time card gathering and coding;
- Review and correct coding for all job-related costs;
- Perform month end activities including cost accruals, PO reviews, revenue recognition, variance analysis and reconciliation of accounts;
- Maintain, generate, and analyze job cost reports to ensure accuracy;
- Maintain accounting records for individual projects and equipment;
- Participate in operations meetings to provide guidance and feedback to ensure compliance with policies and procedures;
- Assist project managers in preparation of project budget and forecast;
- Review terms of contracts for revenue recognition and billing requirements;
- Manage documentation and approvals for project change orders and reconcile revenue against contract amounts and change orders;
- Prepare periodic billing documents, invoices and backup;
- Review invoices with clients and resolve issues;
- Reconciliation and analysis of completed jobs, ensuring accuracy of costs and revenues;
- Coordinate efforts with accounts payable, accounts receivable and payroll to ensure efficient processing in these areas;
- Assist in implementing process improvements;
- Ad hoc reporting and analysis;
- Other related duties as assigned.

JOB REQUIREMENTS

- Excellent communication skills (both written and verbal);
- Ability to shift priorities and reach varying deadlines. Strong “can-do” approach to work;
- Strong interpersonal skills required to facilitate and build effective relationships;
- Ability to collaborate effectively with finance and project teams;
- Excellent analytical, problem solving and attention to detail;

- Requires the flexibility to work extended hours;
- US experience would be an asset but not required;
- Advanced knowledge of Microsoft Excel;
- Experience with Microsoft Navision would be an asset.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- CPA designation;
- Minimum five (5) years of progressive Finance and Accounting experience;
- Minimum three (3) years of directly related experience;
- Industrial/commercial construction experience preferred.

CORPORATE COMPLIANCE RESPONSIBILITIES**We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

We strive for safety excellence – practice safety within the workplace, our homes, and at play.

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

We take pride in what we do – how we show up is important

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

We stand among the very best – doing it right makes our reputation even stronger

- Act in Rokstad's best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.

- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

We respect our position in the broader community – act in accordance with our culture and values

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

COMPENSATION

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualifications to careers@rokstadpower.com or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.