

Title: Finance Project Accountant

Term: Temporary, 12 Month Contract

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

The Finance Project Accountant will work closely with the Project Managers and/or Commercial Director. This temporary (12 month) position will be responsible for supporting and managing the accounting functions for our Western Canada Division, ensuring accurate job costing and timely reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform job set up, control and maintenance activities;
- 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 operational 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;
- 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 two (2) 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.