



JOB POSTING

PROJECT ACCOUNTANT

The Tla'amin Nation is a modern, forward-thinking First Nation Government at an exciting point in its history. In April 2016, the community became self-governing through the Modern Treaty Process. You have a tremendous opportunity to participate in making history, while situated in this stunning, safe and serene coastal community.

The **Project Cost Analyst** provides a wide range of accounting services to the Public Works and Capital Projects division; this includes processing revenue and expenses, preparing multi-year project budgets, ensuring compliance with funding sources, and reporting on project results. This position offers significant responsibility, as the incumbent is accountable for Public Works and Capital Projects project accounting which forms a basis for decision-making within the division. There is interaction with cross-functional teams and leadership, as well as considerable opportunity to have a big impact within an ever-growing and exciting organization.

WE OFFER

- Competitive salary
- A comprehensive health & dental plan and disability insurance fully paid for by the Nation
- An optional private group pension plan with matched contributions
- Opportunities for professional development

DUTIES & RESPONSIBILITIES

- Oversees the full-cycle accounting for Public Works and Capital Infrastructure projects, including Xyntax project set-up and administration
- Manages the recording & reconciliation of all project funding sources to ensure consistent & proper coding
- Coordinate with Project Managers to process monthly project expenditures (ie POs, invoice coding) and investigate project variances, as required
- Manages & administers bi-weekly payroll allocation to project codes, including coordinating with HR on the set-up and department allocation of all new Public Works and Capital Infrastructure hires
- Performs timely month-end close & ensures recording all pertinent transactions including set-up of monthly accruals & properly document journal entries
- Supports the Public Works and Capital Infrastructure team with the annual preparation of multi-year budgets, as well as adhoc project and job costing
- Sets-up project budgets in the accounting system, & implements control & maintenance activities around project budgets.
- Ensures project budgets are up-to-date & follow-up with Project Managers for any discrepancies
- Annualizes and accrues multi-year projects & initiatives for budget planning and forecasts
- Assists in cash flow reconciliations & analysis to identify short-falls and/or over expenditures and recommends & prepares adjustments
- As required, prepares & files all relevant compliance reporting to funding sources for Public Works and Capital Infrastructure projects

- Prepares all reporting and variance analysis for each Public Works and Capital Infrastructure project, & prepares financial projections as required
- Prepares year-end working papers & liaises with external auditors to complete year-end files
- Performs other duties as assigned

QUALIFICATIONS

- Bachelor's degree in accounting (preferred) or finance - required
- CPA designation – preferred
- 3-5 years of accounting experience - preferred
- Demonstrated experience with an integrated accounting system (Xyntax) - preferred
- Intermediate accounting & analytical skills
- Experience working with project management, & development/analysis of cost standards
- Ability to multi-task, adapt to and operate in a fast-paced, changing environment
- Excellent communication & interpersonal skills
- Proactive initiative
- Leadership, responsiveness & accountability
- Must be detail-oriented with strong analytical skills
- Strong working knowledge of MS Office; especially Excel

DATE POSTED: July 19, 2021

CLOSING DATE: Open until filled

DETAILS: Permanent, f/t (not a remote work position)

REPORTS TO: Chief Financial Officer

E-mail cover letter & resume to: **Dwayne Worthing, HR Director** at dwayne.worthing@tn-bc.ca citing "Project Accountant" in subject heading of your e-mail or drop-off/mail to Tla'amin Nation, 4779 Klahanie Rd, Powell River, BC, V8A 0C4

We thank all applicants for their interest, however only those shortlisted will be contacted