



## VERSATILITY. EXPERTISE.

With these two words, Vertex makes the promise that we will always be versatile in developing solutions to our clients' unique needs and that we will always demonstrate expertise in our designated fields. We encourage our employees to think and develop the best solutions for our clients. If you think you have what it takes to play for the Vertex team, please apply.

Established in 1976, Vertex is a leading North American provider of environmental and industrial services. With over 40 years of expertise, Vertex helps clients achieve their development goals through our versatile suite of services. From the initial site selection, consultation and regulatory approval, through the construction, operation and maintenance phases, to conclusion and environmental cleanup, Vertex offers a diverse range of services throughout the life cycle of our clients' projects.

With a track record of success, Vertex provides an environment where people thrive. We recognize that each member brings a valuable skillset to the Vertex team. We make health, safety and community well-being a priority by supporting numerous endeavors at each of our locations across North America.

Vertex offers a fast-paced environment where priorities shift from day to day, but the expertise of our team allows these changes to occur smoothly. At Vertex, we value teamwork through collaboration within each division or office and provide support across the entire organization.

## OVERVIEW

Vertex is currently accepting applications for one full-time, permanent **Project Accountant**. The successful candidate will be responsible for ensuring all steps of project full cycle accounting activities are complete.

## CANDIDATE QUALIFICATIONS

- Relevant post-secondary education
- 3 to 5 years of project accounting experience
- CPA designation or working towards a CPA designation is an asset
- Strongly proficient with computers, specifically with Accounting software and MSO, and especially in Word and Excel
- Excellent communication skills, both written and verbal
- Self-motivated with strong problem solving and decision-making skills
- Exceptional organizational skills with the ability to multi task effectively to meet deadlines
- Ability to maintain strong relationships with vendors, agencies and various internal stakeholders
- Ability to work effectively in a team environment and in a fast pace environment

## RESPONSIBILITIES

- Prepare invoices as per district activities and contract requirement
- Responsible for job set up, control and maintenance activities

- Month end and quarter end closing activities including open PO analysis, cost accruals, vendor reconciliations and variance investigation
- Research and respond to queries on job related financial matters
- Reconcile completed jobs, ensuring accuracy of costs and revenues
- Maintain accounting records for individual projects and equipment
- Prepare, analyze, and report project financial information relating to revenue and costs
- Participate in operations meetings to provide guidance and feedback to ensure compliance with policies and procedures
- Participate in the development and maintenance of monitoring and reporting procedures
- Coordinate efforts with accounts payable, and payroll to resolve project related issues as they arise
- Report and monitor actual costs against project budgets
- On-going communication with Project Managers, Site Staff, and Head office regarding projects
- Provide project status and analysis information to Project Manager and Assistant Controller
- Main point of contact between Accounting department and Project Management in regards to all aspects of related project specific budgets, variance analysis, forecast, trends, commitments, actual cost, cost / profitability analysis and reporting
- Analysis monthly unbilled (WIP) results; percent of completed calculations to summary of forecast costs of completion

### LOCATION

- This position will be based out of our Sherwood Park, Alberta office

### ADDITIONAL INFORMATION

- Compensation is commensurate with education and experience
- A comprehensive benefit package is provided

### APPLY NOW

Email: [hr@vertex.ca](mailto:hr@vertex.ca)

When applying please indicate the following information on your application:

Job Requisition: 002-40

Job Title: Project Accountant

*\*We would like to thank all applicants for their interest in this position, however only those selected for interviews will be contacted\**