



Position Title: Project Accountant

Reports To: Chief Financial Officer

Job Purpose:

The Project Accounting position is a support position in MillerClapperton's Finance & Administration segment. The primary purpose of a Project Accountant is to enhance the segment by assisting the Chief Financial Officer with administrative tasks that pertain to Finance & Administration aspects of the Company.

Requirements:

- Accounting Degree required
- A minimum of five (5) years accounting experience preferred in the Commercial Construction Industry
- Must be able to prioritize and complete multiple tasks.
- Must possess the ability to interact and communicate effectively (both written and oral) and convey at times complex information to MillerClapperton employees (sometimes with language barrier challenges), MillerClapperton Segment Managers, and Senior Management.
- Must be an excellent creative thinker with the ability to be proactive and self-motivating.
- Must maintain absolute confidentiality
- Must convey a sense of urgency, persistence, and commitment.

Responsibilities:

- Assisting the Chief Financial Officer and Office Manager
- Completing all project accounting duties which include, but are not limited to, project billings, bond request, insurance certificates, change orders, waivers, and project close outs

- Must be able to prioritize and complete multiple tasks that may vary in urgency between multiple projects and multiple segments within MillerClapperton

Work Context:

- High degree of accuracy, attention to detail, and exactness is extremely important in this position.
- Ability to work with a wide variety of MillerClapperton employees, customers, and personalities.
- Ability to manage stress and high-pressure situations.
- Excellent verbal and written communication skills are very important to communicate with employees and customers.
- Excellent time management and prioritization skills are necessary due to the demands of the position.
- Present yourself professionally and courteously at all times.