



Position: Project Accountant
Term: 1-Year Contract
Location: Toronto, Ontario, Canada
Reporting to: Project Controls Manager

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in urban design, real estate development, and leading technology infrastructure. Working with the community, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

The Opportunity: Project Accountant

Waterfront Toronto is seeking a **Project Accountant** to support the project/program management team by compiling, entering, and maintaining commitment and cost data in the corporation's enterprise resource planning system. Please note this is a 1-year contract opportunity.

Key Responsibilities:

- Expediting submissions of critical financial information by consultants, contractors, and other vendors.
- Ensuring timely and accurate processing and approval for payment of all progress billings for work performed under contract and other project-related invoices.
- Coordinating and expediting reviews to be carried out by others and verifying compliance with corporate policy.
- Carrying out related transaction processing, cost reporting and reconciliation activities.

Skills and Qualifications:

- Thorough knowledge of project/job cost accounting procedures and best practices in an Architecture/Engineering/Construction environment, normally acquired through a minimum of 5 years of relevant work experience.
- Excellent evaluation, analytical and problem-solving skills to review and verify invoices/payment requirements and identify and resolve discrepancies.
- Experience with Microsoft Dynamics 365, or hands-on knowledge of other accounting ERP systems is preferred.
- Excellent interpersonal, collaboration, and oral communication skills to foster and maintain effective liaison and collaborative working relationships with a broad range of vendors, stakeholders, and consultants as well as WT staff (e.g., project team members, Procurement staff). Ability to communicate policies and enforce compliance.
- Knowledge of and expertise with computerized cost control and/or job cost accounting systems to efficiently support Project Managers and to accurately process a high volume of critical financial transactions, including identification and resolution of any issues and discrepancies.
- Basic knowledge of project management procedures to effectively liaise with project managers and program controls colleagues.

Salary: We offer a competitive salary.

Other Considerations:

During this time, Waterfront Toronto is operating in a hybrid work environment. Employees are currently required to work in our office three days per week for collaboration and engagement purposes. Our office is located in Downtown Toronto at **251 Queens Quay East**. Employees have the option to work remotely for the remainder of the week. This is subject to change by the Corporation.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfronttoronto.ca, quoting **File #24-03**, by **Tuesday, January 30, 2024**.

Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities Act, 2005 (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs, up to the point of undue hardship.