

Project Accountant

Over the last 40 years, Weston Consulting has become a leader in land use planning and urban design, serving the public and private sectors throughout the Greater Toronto and Hamilton Area in Ontario. Due to our on-going contribution to the built environment and our commitment to our clients, we are looking to grow our team through the addition of a Project Accountant.

Core Values

- **Integrity** - Culture of Integrity, Professionalism and Trust
- **Teamwork** - Working Together in a Structure of Accountability, Results and Reward
- **Develop** - Recruit, Develop and Support the Best Talent
- **Engagement** - Giving Back to the Community, the Industry and the Planet
- **Client Focus** - Client Value and Management

At Weston, you will have the opportunity to work within a multi-skilled administrative team. You will directly contribute to driving sustainable growth and success of the firm by undertaking project budget management, billing and collections, and other project administrative duties. You will also assist and advise File Managers to understand the financial life cycle of their projects.

Your responsibilities, under the guidance of the Director of Finance and Business Support and other senior staff, will include:

- Effectively communicate with File Managers, proposal team and clients regarding proposal sign-back documents, amendments for additional services, and ensure written authorization and retainer payment as required are received
- Review contract for project budgets, staffing and work structures breakdown and set up contract management/update budget information in Deltek
- Review New Client Set Up Info Sheet, update billing name and set up billing terms
- Collaborate with File Managers as needed to review project performance metrics and budget status. Prepare project-related reports for file managers and others as required
- Run draft invoices and backup for File Managers, process and distribute final invoices to clients once approved
- Investigate any unbilled issues to optimize the fees revenue for the billing period

- Assist with File Managers to obtain approval according to the firm's policies as to write-offs on billable hours and uncollected receivable
- Contact clients prior to invoice becoming due to ensure payments are received within approved terms, follow up with clients for past due invoices
- Work with accounting team member to reconcile variances that occur in cash receipts application
- Take initiatives to provide business support and advice to assisting Planning Teams
- Respond to client inquiries regarding invoicing matters (accounting related) and escalate to File Managers and Director of Finance and Business Support as to issues related to planning, follow up with File Managers to ensure items are addressed within a reasonable timeframe

You will bring:

- The ability to collaborate and communicate effectively with staff, clients, vendors and members of the public
- Strong interpersonal, time-management, teamwork and organization skills, within a fast-paced, results-driven environment
- High attention to detail, takes initiative and the ability to gather, process and analyze information and see the big picture while working independently and with the team
- The ability to work well with others under deadline situations and respond to changes in priorities
- Intermediate to advanced proficiency in Excel, is required
- Post-Secondary Education in Accounting or are qualified by experience
- Minimum 3 years of accounting experience, preferably in a consulting firm environment
- Knowledge of Deltek Vantagepoint is an asset

At Weston, we support each other as a team, through various company-wide events. We are committed to assisting individuals with personal and professional growth through achieving a work-life balance by offering summer hours, lieu days and flex-time. We provide a competitive salary and benefits package.

We are committed to providing equal opportunities, access to resources and fair treatment of all individuals. All voices, thoughts and ideas hold value and we seek to make sure that they are encouraged and heard. We strive to create a workplace that reflects and celebrates diversity and encourages members of equity-seeking groups to self-identify in their cover letters.

If you require accommodation in order to participate in the hiring process, please let us know of your needs in advance by contacting us directly.

Please submit your cover letter and resume, in confidence, via email to **Shawn Matadeen** at **hr@westonconsulting.com**. Please limit the size of attachments to 5mb in pdf format, and list your name and the role you are applying for in the subject line.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.