

The Toronto Port Authority (“TPA” or the “Authority”), established in June 1999 under the Canada Marine Act, operates the Port and related facilities in a fiscally responsible manner for the benefit of the City of Toronto, the Province of Ontario and Canada. It has several businesses, including Port Operations, Property Administration, Billy Bishop Toronto City Airport and the Outer Harbour Marina. The TPA is currently looking for a:

PROJECT ACCOUNTANT

The Project Accountant will be responsible for Financial Accounting and Reporting of major TPA projects, providing accurate and timely project cost reporting, and assisting the Vice President & CFO and Controller in delivering Financial services.

QUALIFICATIONS:

- Minimum 5 years’ experience in Project Accounting, job costing and budgeting. Experience in construction and real estate projects is preferred.
- Relevant Undergraduate Degree with an accounting designation is preferred.
- Strong accounting and analytical skills, technical understanding of GAAP and IFRS.
- Maintain the highest professional ethics and standards.
- Dynamic, proactive, resourceful and practical.
- Excellent verbal/written communications skills and problem-solving skills.
- Team player, organized, self-motivated, assertive and decisive, able to work independently, take initiative, set priorities and meet deadlines.
- Working knowledge of accounting based software, preferably Great Plains Dynamics.
- Advanced level in both Excel and Word.

DUTIES & RESPONSIBILITIES:

- Prepare and present Financial Reports.
- Create project accounts in the accounting system.
- Maintain project-related records, including contracts and change orders.
- Liaise with Project Manager/Lead on job costing and project accounting issues.
- Review supplier invoices for accuracy prior to submitting for Project Manager/Lead approval.
- Monitoring billings against project budgets and work with Project Manager/Lead to resolve issues.
- Maintain accurate and timely Cash Flow data, both current and forecasted as compared to budgeted and projected Cash Flow assumed in Financial Models.

- Monthly job cost reporting on assigned projects.
- Investigate project variances, prepare and submit monthly variance reports to management.
- Compile information for internal management and external auditors, as required.
- Coordinate and ensure parallel accuracy of financial information between the Great Plains Dynamics system and Excel Spreadsheets and Financial Models.
- Assist Project Manager/ Lead in maintaining up to date and accurate files and records.
- Manage all project accounting databases to ensure timely reporting, security and control.
- Communicate with quantity surveyors, appraisers, lawyers and auditors, as required.
- Assist in the preparation of management reports.
- Perform additional assignments and Special Projects, as directed by the Controller or Vice President & CFO.

COMPENSATION: Salary range from \$60,000 to \$65,000 plus a competitive benefits package.

Please e-mail resume with covering letter to: hr@torontoport.com, stating Project Accountant in the subject line.

We thank applicants for their interest in the position. However, only applicants chosen for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.

Interested applicants are invited to visit the TPA website at www.torontoport.com for further information about the Toronto Port Authority.