



JUNIOR PROJECT ACCOUNTANT

ABOUT SIGFUSSON NORTHERN:

Sigfusson Northern is a third-generation family-owned business, which now has a portion of the company being employee-owned. Our primary focus is on building strong and lasting relationships with our employees, our clients, and the communities we serve. Ongoing growth and diversification have led Sigfusson Northern to the forefront of general contracting and heavy civil construction where we incorporate trust, respect, integrity, and commitment to our community in every decision we make and everything we do.

POSITION SUMMARY:

Reporting to the Controller, the Junior Project Accountant will be supporting the Project Accountant, Sr. Project Accountant, and Project Team with various accounting and administration duties. The Junior Project Accountant will be verifying invoices, coding, and monthly billings and conducting a high volume of reconciliations. This position will be located in the Winnipeg Office on a full-time basis.

CORE RESPONSIBILITIES & DUTIES:

- Data entry and verification of coding for AP and AR invoices
- Send invoices to Project Managers for coding and allocations
- Compile project documents and records for monthly billings
- Run a high volume of reports for the project team
- Collaborate with subtrades to ensure cost codes and invoicing details are accurate
- Ensure breakdowns of the Certificate of Insurance is correct
- Reconcile a high volume of Project Manager visa statements
- Attend ownership meetings and assist project team with commercial and financial requests
- Ad hoc duties as required

EDUCATION, EXPERIENCE & SKILLS:

- Minimum 2+ years of accounting experience is required
- Experience working in the construction industry is required
- Experience with SAP/Concur will be considered an asset
- Post-secondary education in accounting will be considered an asset
- Experience with Spectrum software will be considered an asset
- Advanced MS Office (Word, Excel, Outlook) is required
- Critical thinking and effective decision-making skills are required
- Ability to work independently and as part of a team
- Ability to work with changing priorities, work under pressure and meet strict deadlines



- Strong communication skills both verbal and written as well as electronically
- Strong accuracy and attention to detail
- Ability to travel to site if required

If you are interested in this opportunity and meet the requirements for the role, please click **Apply** and send your resume directly to **Sherri Bowles**.