



**Internal Posting:** Project Accountant  
**Location:** Prince George  
**Start Date:** February 27, 2017

Reporting to the Operations Controller, the Project Accountant will provide all financial analysis related to the Capital Project(s) including completing purchase orders, tracking committed and future expenditures/cash flows and reporting variances to the projects budget(s). As well, the individual will report on project status on a regular basis and ensure that expenditures are approved in accordance with Pinnacle's authorization matrix. Working directly with the GM of Strategic Capital, the Project Accountant will provide accurate and timely reporting to the Business Development management team, Corporate Senior Management, The Board and third parties (Banks) as appropriate.

**Core Duties & Responsibilities Include:**

**Capital Project Analysis and Reporting**

- Prepare detailed analysis on historical and future costs and cash-flows in the categories necessary to support the decisions made by the capital team.
- Prepare Ad-Hoc analysis on specific spend categories when requested to investigate reasons for work with the Capital team to determine future cash flows and coordinate capital expenditures with other members of the Finance team
- Prepare bi-weekly and monthly reports for the Capital team and senior management for the purposes of ensuring Total expenditures (by major category) are on budget.
- Interact with the General Manager – Strategic Capital, the Capital team, Senior Management and all project team members and other finance team members.
- Prepare PowerPoint presentations on a regular basis for use by senior management for Board updates and for communications with the Companies bankers.
- Prepare the necessary reports for the Companies bankers to allow for the release of funds from the Delayed Draw facility established to finance the project.

**Capital Accounting and Related**

- Provide assistance/guidance in preparation of project AFD's and Purchase Orders.
- Prepare month end capital accruals to allow for the month end accounting close process.
- Capital asset and depreciation sub ledger control, maintenance, and reconciliation.
- Ensure compliance with IFRS and corporate accounting guidelines.
- Provide supporting documents/reconciliation for external auditors as required.
- Generate accurate, timely and complete financial information in standard reporting formats for corporate office, local management and operating departments.

**Other Duties & Responsibilities**

- Adhere to company and legislative requirements around Owning Safety Program.



- Build and maintain strong relationships with key stakeholders both internal and external to Pinnacle.
- Lead with the value of Owning Safety through every action and decision in role and through positive influence on all stakeholders.
- Ensure personal safe work practices are in place and followed at all times.

### **Experience, Education & Qualifications**

- Effective leadership and strategic influencing skills with experience working with financial and operational coworkers in a dynamic and demanding environment.
- Excellent oral and written communication skills including the ability to prepare concise reports (e.g. PowerPoint Presentations) using various data sources for use in communications to the Capital and Senior Management teams when required.
- Minimum 5 years' progressive experience in total, in Project Accounting, preferably in a heavy industry environment.
- Professional accounting designation an asset (CGA, CMA, or CA).
- Highly proficient in Microsoft excel (data manipulation, pivot tables, lookups etc.) and PowerPoint.
- Ability to prioritize and manage multiple demands at one time.
- High attention to detail.
- Proven commitment to Owning Safety, both personally and through positive influence on all stakeholders.
- Demonstrated ability to work across functions and geographies – a strong background in a multi-unit organization is beneficial.
- Effective business systems thinker and a good understanding of business process knowledge.

### **Personal Characteristics**

- Works with a strong sense of urgency.
- Does not need all information to navigate effectively.
- Able to succeed in a changing environment.
- Able to course correct.
- Listens and is open to feedback.
- Demonstrates nimbleness within a dynamic environment.
- Demonstrates a hands-on attitude and an attention to detail.