



PROJECT ACCOUNTANT

ABOUT US

Dahrouge Geological Consulting Ltd. is a North American based mining and mineral exploration consulting company providing professional expertise in geological, logistical, and project management services through all stages of the mining value chain over a wide variety of commodities and materials.

POSITION SUMMARY & QUALIFICATIONS

As a Project Accountant, you will be responsible for managing various financial aspects of assigned projects including system set up, updating and monitoring project budgets and tracking costs, and project reconciliation. In addition, you will ensure financial compliance, integrity and transparency of projects through routine analysis and communication to the Finance Manager and Project Managers.

Responsibilities:

- Setting up projects in our ERP system (Deltek) according to the scope of work.
- Accurately maintaining all contract terms such as fees and bill-out rate changes in the system.
- Reporting and monitoring project budgets, expenditures, and financial performance, and identifying and addressing variances to Project Managers and upper management.
- Allocating costs to specific projects, phases, and tasks by assisting with expenses entries.
- Monitoring project costs, ensuring that expenses stay within the budgeted amounts and vendors are paid on time.
- Assisting with and ensuring timely and accurate invoices submissions for clients.
- Supporting credit card and bank reconciliations for project budget validations.
- Ensuring project financial activities adhere to relevant accounting standards and financial regulations.
- Providing financial insights and recommendations to the Finance Manager and Project Managers.
- Maintaining project documentation such as master service agreements, scopes of work, change orders and project vendor expenses.

Qualifications:

- Minimum 2 year diploma with a specialization in accounting, business, or project budgeting.
- 2+ years of experience in a coordinator focused accounting role.
- Experience in a consultancy project-based environment is an asset.
- Experience with financial reporting, budget monitoring, and expense tracking.
- Strong analytical and problem-solving skills.
- Clear verbal and written communication skills, and superior attention to detail.
- Excellent organizational skills with the ability to manage multiple projects simultaneously.
- Familiarity with Project Management Software and ERP software is an asset.
- Intermediate to advanced Microsoft Excel skills, experience with Microsoft Projects or similar software is an asset.
- Ability to communicate in French is an asset but not required.



Interested candidates should submit a Resume and Cover Letter to careers@dahrouge.com with "Project Accountant" in the email header.

Note: this posting will remain open until the position is filled.