JOB POSTING

Project Accountant – Houston Office

Who we are?

Vard Marine is the market leader in designing specialized ships to meet diverse mission requirements in harsh operating environments – vessels such as polar research ships, multi-role patrol vessels and innovative commercial offshore ships, are only few examples in our large portfolio.

With an integrated team located in offices throughout the world, we continue to grow by broadening our product range, expanding our market reach, and adapting our core competencies and skill sets to align with growing demands. By continually evolving our product offerings and broadening our scope of supply we strive hard to achieve excellence in supporting a diverse customer base.

The integrity and reliability of our vessels are vital. We create bespoke designs and service packages tailored to the unique needs of each client and each engagement. We are experienced, innovative, global and the best at what we do.

If you are ready to unleash your potential and shape the new generation of specialized vessels, read on!

What the position entails?

Finance & Accounting Responsibilities:
- Process semi-monthly payroll through ADP Workforce Now.
- Undertake the day to day low volume of full cycle accounting duties, bank reconciliations, cash receipts and applications, wire transfers, cheque payments etc.
- Process project accounts receivables and accounts payables, including the preparation of billings and backup documentation.
- Enter accounts payables and investigate any PO discrepancies and verify employee’s expenses.
- Maintenance of Fixed Assets register and other schedules.
- Accurately record transactions in the general ledger in order to meet month-end financial reporting requirements.
- Assist in the Monthly/Quarterly/Half Yearly and Annual reporting.
- Assist in the preparation of the working papers for year-end audit.

Project Accounting Responsibilities:
- Initiate and monitor project setup in the project module of the financial systems for completeness and accuracy (such as fee types, authorizations etc.). May require reviewing the client contract for proper accounting of the contractual terms such as milestones or time and material.
- Review time sheets and coordinate with Project Admin / Project Managers for approval.
- Effectively communicate with Project Managers regarding contract documents, change orders and other contract modifications, approvals and any additional services related to billing and payables.
- Ensure that key project-related records are complete and accurate, including contracts, change orders, and critical project correspondence.
- Project accounting report generation and analysis including project budgets, cash flow forecasts, revenue generation through WIP calculation and review of project cost reports.
Corporate Responsibilities:

- Maintain constant coordination with the head office finance in Vancouver, Canada.
- Perform quantitative analysis of operational initiatives (revenue, direct costs, labor costs) and reporting for Senior Management.
- Review divisional overhead periodically to establish project overhead rates.
- Participate in ad-hoc projects to improve the efficiency and function of the ERP system.

What you will need to be successful?

- Undergraduate Degree or Diploma in Accounting.
- 3-5 years of Accounting experience.
- Project Accounting experience.
- Deltek Vision or similar ERP experience.
- ADP Workforce Now and payroll processing experience.
- In-depth knowledge of MS Excel, including pivot tables, v-lookups, and logic-based formulae.

Why you should join us?

- We invest in training & development of our people.
- We offer flexible work environment with Work from Home options.
- We offer competitive benefits that includes extras like a wellness subsidy.
- We top up your 3 weeks paid vacation with additional time off.
- We share our profit and offer merit bonuses.
  
  And much more...

How to apply?

- By submitting your Resume and Cover Letter (optional) to Indeed/HR@vardmarineinc.com

Want to Learn More?

We would love for you to get a full picture about us, so check out our website, read about our client testimonials, or reach out to us!

Disclaimer

We appreciate the interest of all applicants; however only those selected for an interview will be contacted.

Vard Marine Inc. is committed to providing equal treatment with respect to employment according to the prohibited grounds of discrimination as established under human rights legislation.