

Position Title: Project Accountant

Summary

Reporting to the Director of Finance, the Project Accountant is responsible for the financial administration, cost tracking, budget monitoring, and reporting of the Company's exploration, feasibility study, and development activities. The role serves as the primary financial liaison between Finance and the technical teams, ensuring project expenditures are accurately coded, tracked, reported, and aligned with approved budgets and authorizations.

The Project Accountant plays a key role in maintaining project cost visibility, supporting budget owners, monitoring commitments, and providing timely reporting and analysis to support project decision-making. The position contributes to the development of scalable project accounting processes that will support the Company's transition from feasibility study to construction and operations.

Key Responsibilities

Project Cost Management

- Track and monitor expenditures by project, cost centre, workstream, and AFE.
- Review and validate project coding for consultant, contractor, and vendor invoices.
- Monitor project budgets and approved spending authorizations.
- Maintain project cost reports and expenditure summaries.
- Assist with project accruals and monthly cost reporting.

Budgeting & Forecasting Support

- Support project managers and budget owners with budget development and forecasting activities.
- Prepare project budget versus actual analyses.
- Identify cost variances and assist in investigating significant deviations.
- Support monthly and quarterly forecast updates.

Purchase Orders & Commitments

- Monitor purchase orders, contracts, and outstanding commitments.
- Maintain commitment tracking reports and expenditure forecasts.
- Support contract administration and project cost control activities.
- Assist with monitoring contract spend against approved budgets.

Project Reporting & Analysis

- Prepare regular project cost reports for management and budget owners.
- Support feasibility study, exploration, environmental, engineering, and development reporting requirements.
- Develop project dashboards and reporting tools to improve cost visibility.
- Provide financial analysis to support project planning and decision-making.

Systems & Process Improvement

- Maintain project structures within QuickBooks Advanced, including Projects, Classes, and AFE tracking.
- Support the development of project accounting procedures and reporting standards.
- Assist with implementation of financial controls and project governance processes.
- Support future construction readiness initiatives and project controls development.

Qualifications

Education

- Diploma or Degree in Accounting, Business Administration, Finance, Project Management, or a related field.

Experience

- 3–5 years of experience in project accounting, cost accounting, project controls, financial analysis, or a related role.
- Experience supporting exploration, engineering, construction, infrastructure, or project-based environments is preferred.
- Experience working with budgets, forecasts, purchase orders, commitments, and cost tracking systems.
- Experience within the mining industry is considered an asset.

Technical Skills

- Advanced Microsoft Excel skills, including pivot tables, lookups, and financial analysis.
- Strong proficiency in QuickBooks Advanced, particularly Projects and reporting functions.
- Strong attention to detail and ability to manage large volumes of project-related financial data.
- Strong analytical and organizational skills.

The ideal candidate is a highly organized and analytical accounting professional who enjoys working closely with operational and technical teams. They are detail-oriented, proactive, and comfortable managing large volumes of project-related financial information. They possess strong problem-solving abilities, communicate effectively with both finance and non-finance stakeholders, and are committed to providing accurate and timely project cost information that supports effective decision-making.