

Job Posting

Project Accountant

Toronto Office

Our clients include some of the world's most respected and venerable cultural institutions, as well as many highly innovative and forward-thinking organizations that challenge traditional creative and cultural boundaries. With ongoing projects around the world, a focus on physical and digital visitor experiences, and unmatched knowledge of the changing cultural landscape, Lord Cultural Resources offers you the exciting opportunity to make a positive, lasting impact.

Our History

Lord Cultural Resources is the global practice leader in cultural sector planning. Since 1981, we have helped to create, plan, and operate cultural spaces and places in more than 460 cities, in 57 countries and six continents.

We are thinkers, collaborators, and problem solvers. We employ a human-centric approach to all our projects, engaging with stakeholders, communities, and subject matter experts, to ensure that visitor and user needs, and expectations are first and foremost in an ever- evolving and competitive market. Our team of designers and architects, planners, writers, market and financial specialists and experience creators apply their expertise to a wide spectrum of cultural projects, offering a broad range of integrated services.

We plan and develop implementable solutions, help create new visitor experiences and craft visionary strategies for museums, universities, mixed-use developments, cultural centers, art galleries, science centers, world expositions, visitor centers, heritage sites, festivals, theaters, archives, libraries, gardens, conservatories, and arboreta around the world.

Our Commitment to Diversity

At Lord Cultural Resources, we live diversity and inclusion through our teams in Toronto, Los Angeles, New York, Mumbai, China, and Europe who communicate in 15 languages. We strengthen belonging, learning, and gaining strength from the many communities of gender, culture, race, and ethnicity we serve.

We know that inclusion is a process that requires daily focus. We actively work to create new leadership opportunities for racialized culture sector professionals: We established "Fellowship 2020 for Black Americans in Arts, Culture and Museums" in collaboration with the Association of African American Museums (AAAM) to achieve sustainable leadership positions in the cultural space. In 2021, we founded the BIPOC (Black, Indigenous, People of Color) Fellowship, www.biopcfellowship.ca, to develop new leadership opportunities for BIPOC professionals in the Canadian arts and culture sectors. We are also providing coaching services to the "Professional Alliance for Curators of Color (PACC)" - a project of the Association of Art Museum Curators.

We are currently seeking a full-time Project Accountant with 5 years of experience in an architectural, engineering, design, or similar industry. The position reports to the Accounting Manager. Previous experience with Deltek Vision or similar time and billing ERP software in a project-based environment is preferred. The position is based in our Toronto office.

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JOB DESCRIPTION

Reporting to the Accounting Manager, the Project Accountant works collaboratively with accounting and consulting teams in managing the day-to-day project accounting. The Project Accountant also contributes to and ensures the completion of a range of accounting duties including payables/receivables management, bank reconciliation, and expense management using Deltek Vision ERP system.

Key Responsibilities

Clients and Projects Management

- Work with Project Managers to setup new projects in Deltek Vision system,
- Conduct monthly interviews with project managers to monitor project progress for billing purposes and update reports as necessary,
- Ensure project costs are accurately captured in the projects and invoiced to the clients,
- Prepare monthly draft and final invoices for the assigned projects for approval and review by the Project Managers,
- Establish and maintain professional relationships with clients for invoice submission and follow up for receivables in consultation with project managers,
- Follow up for collections,
- Process expense reports and reconcile credit card statements,
- Manage and reconcile supplier accounts,
- Update internal control documents,
- Develop and compile financial analysis and reports for the project managers, as needed,
- Project P&L reports during and upon completion of project, closing and archiving the project files,
- Other accounting tasks, as needed.

General Accounting and other Responsibilities

- Support Accounting Manager in completion of month-end reports,
- Support accounting team in preparing year-end schedules and reports for the annual review,
- Assist CFO and the Accounting Manager in maintaining Deltek ERP system,
- Administrative tasks such as responding to information requests, completion of weekly timesheets,
- Professional development that will further your personal knowledge and credibility,
- Other duties as assigned.

QUALIFICATIONS

The qualified candidate must be a self-starter, motivated, committed and adaptable team player. You must be detail oriented, organized, and quality conscious, have impeccable time management skills, and have a genuine enthusiasm in museums, culture, and the arts. Other key qualifications include:

- College diploma or University degree in Accounting, Finance, Business or related discipline and/or equivalent applicable experience,

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- 5 years' experience in Project Management in a Professional Services business,
- Some experience in General Accounting (A/P, A/R, Reporting and Analysis, Month-end and Year-end schedules and closings),
- Proficiency working with a time and billing system (Deltek Vision experience preferred);
- Demonstrated knowledge and experience in project accounting,
- Understanding of financial statements and chart of accounts,
- Experience in a multi-currency environment an asset,
- Proven previous experience in customer service,
- Exceptional English verbal and written communication skills (additional languages an asset),
- Highly proficient in Microsoft Office (Excel, Word, Outlook),
- Ability to handle multiple tasks simultaneously while meeting deadlines,
- Ability to create great working relationships at all levels within the company,
- Ability to work independently as well as in a team setting.

Forward your resume and a cover letter in confidence to HR@Lord.ca. Lord Cultural Resources is an equal opportunity workplace. We welcome cultural diversity in our workforce. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, Lord Cultural Resources will provide a reasonable accommodation to employees and prospective employees to the point of undue hardship upon request and as required in respect of the individual's particular restrictions and limitations. If you require a specific accommodation because of a disability or a medical need, please advise us in your application.