



# WESTON CONSULTING

planning + urban design

**Weston Consulting** is an established and progressive land use planning consulting firm, which has served public and private sector clients for more than 36 years throughout Ontario. As a result of our continued growth, we are currently seeking an **Accountant** to join our team in our Vaughan office. The successful candidate will report to the Controller.

The Accountant will be accountable for managing administrative and accounting aspects for landowners' group projects, and various other accounting and project administrative duties.

## **Responsibilities:**

- Effectively communicate with File Managers regarding landowner group accounts, set up cost sharing structure and contract documents;
- Run and distribute draft invoices and backup related to landowners group accounts for File Managers;
- Create final invoices and forward to clients once approved by File Managers;
- Work with File Managers and Planners on file including setting up project budgets and updating the File Managers on the status of actual fees vs. budgets;
- Make presentations, as may be required, at the landowners group meeting regarding cash flow projection and project budget updates;
- Review, approve and process consultants invoices related to landowners group accounts in accordance with approved budgets;
- Issue payments for landowners group accounts;
- Review cash projection required for costs incurred and estimated budgets, prepare and issue cash calls to landowners;
- Prepare and issue invoices to landowners for the funds received from cash calls;
- Maintain communication & documentation with parties and draw processes;
- Prepare and coordinate documents as required by financial institutions related to Letter of Credit renewals; and,
- Assist with monthly end closing, various year- end functions

**Qualifications:**

The successful candidate will have the following skills and experience:

- Post-Secondary Education in Accounting
- Minimum 3 years of accounting experience, preferably in a consulting firm environment
- Ability to work well with others under deadline situations and respond to changes in priorities
- Good written and verbal communication skills and strong organizational skills
- Time management skills and ability to multi-task within a fast paced, results driven environment
- Intermediate to advanced proficiency in Excel is required
- Knowledge of Deltek Vision is an asset

The position is available immediately. Salary will be commensurate with qualifications and experience. Qualified candidates should submit a covering letter with their resume, in confidence, via email to [hr@westonconsulting.com](mailto:hr@westonconsulting.com).