

NOW HIRING | PROJECT ACCOUNTANT #25-PA

Peak Construction Group is a leading construction firm recognized for delivering high-quality commercial, industrial, and residential projects across Canada and the US. We pride ourselves on building lasting relationships, offering large firm capabilities while maintaining small firm personal commitment.

We currently have an opening for a **Project Accountant** based in our head office located in South Surrey, BC.

Position Overview:

In this role, you will be responsible for the accurate and timely processing of accounts payable (AP), with additional responsibilities in commitment management and compliance tracking for construction projects. You will work closely with Project Managers, subcontractors, and the finance team to ensure accurate project cost records, contract compliance, and efficient payment cycles.

Please note, this role requires proven, hands-on **Sage 300 CRE** experience in a construction AP role. The ideal candidate will have a minimum of 3 years of **construction industry experience** as well as a minimum of 3 years' experience in accounts payable. The right candidate is someone who thrives in a fast-paced, high-volume environment and has the confidence to communicate effectively with both internal stakeholders and external vendors.

Who You Are

- Detail oriented and organized, with strong construction industry accounting experience.
- Proven ability to handle high volume AP while maintaining accuracy.
- Confident communicator who works well with project teams, subcontractors, and vendors.

Key Responsibilities:

- Receive, code, verify, and process invoices in Sage 300 CRE / TimberScan.
- Ensure invoice information is accurate.
- Match invoices to supporting documentation such as purchase orders, packing slips and waybills.
- Ensure that all Commitments and Change Orders are entered into Sage 300 CRE.
- Coordinate with Project Managers to ensure accurate and timely recording of job costs.
- Ensure all billable items are entered, investigate billing discrepancies, and facilitate prompt resolution.
- Reconcile accounts payable transactions to vendor statements.
- Work closely with Project Managers to review commitments and costs.

Required Skills, Experience & Qualifications

- Minimum 3 years' Accounts Payable experience in a high-volume environment.
- Minimum 3 years' construction industry experience (commercial, residential, or industrial).
- Hands-on, practical experience with Sage 300 CRE (not just knowledge—must have used in a work setting).
- Proven track record working directly with Project Managers and subcontractors.
- Demonstrated ability to manage commitments and compliance processes in construction.
- Strong communication skills — confident interacting with both vendors and internal teams.
- Microsoft Office Suite – Strong Excel, Word, and Outlook skills required; SharePoint experience is an asset

What We Offer:

- Competitive salary and comprehensive extended health plan
- RRSP match
- Continued professional development opportunities

If this sounds like a match, please email a cover letter and resume to careers@peakgrp.com referencing position #25-PA in the subject line.

