

## Project Accountant

Midwest Oil & Gas Inc  
[www.midwestoilgas.com](http://www.midwestoilgas.com)  
[jobs@midwestoilgas.com](mailto:jobs@midwestoilgas.com)

### **Description**

Reporting to the Senior Project Accountant you will:  
2<sup>nd</sup>, or 3<sup>rd</sup> level (CGA or CMA)

- Provide overall project support from an accounting perspective to Project Managers
- Complete project set-up and maintenance including changes to budgets and fees
- Investigation of project variances and unbilled amounts
- Participate in the invoicing process and revenue recognition
- Handle accounts payable coding, resolving timesheet issues, setting up new clients in Client Management System, report generation, filing and various duties as required

### **Requirements**

As the successful candidate you:

- Have knowledge of general accounting principles and overall project management processes
- Have experience with BST accounting software, an asset
- Demonstrate attention to detail and accuracy
- Have excellent problem solving and analytical skills
- Demonstrate good communication skills, both verbal and written
- Possess excellent organizational skills and ability to prioritize
- Have above average computer skills, Outlook, Office, Excel, report typing skills.

### **Skills**

2 - 4 years of experience in the Finance and Accounts function in a large organization.  
2<sup>nd</sup>, or 3<sup>rd</sup> level (CGA or CMA). Previous Gulf experience can also be considered.

Read, Write and Speak - fluently - English, (Hindi and Arabic) Advantage.

### **Salary and Benefits:**

Rotation: No

Shift: 8.30 AM to 4.30

Passport Validity: Minimum 3 Years - Midwest will arrange for your visa

Salary: \$60,000 for one year contract, plus airfare to Dubai, and return to your city at the end of the contract.

Accommodation: You will be sharing a two bedroom apartment with other employee of the company located in Sharjah/ UAE. Approximately 30 minutes driving time to office in free zone.

Company car: Contractor provides company car, This job requires working in Dubai free zone, and Travel regularly to drilling site near Abu-Dhabi, and Oman.

Contract is for one year. However current contract is subject to extension by main drilling rig contractor.

Salary: \$60,000 for one year contract, plus accommodation and airfare.

### **Candidates:**

**No phone call please**

**Please submit only one page resume.**

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