

Accounting Technician - Projects

Location: Montréal – Sud-Ouest (Nordelec), QC
Employment: Full-time – On-site (Friday afternoons off)
Schedule: Monday to Friday, daytime hours
Start Date: January 2026

About Construction Praxis

At Construction Praxis, we act as trusted general contractor, overseeing large-scale residential projects from design to delivery. We manage every step of the process with precision and rigor to ensure flawless execution and long-lasting value.

Our team of passionate professionals stands out for its ability to take on complex challenges and turn ambitious visions into concrete achievements.

Position Summary

The Accounting Technician – Projects plays a key role in the sound financial management of construction projects by ensuring rigorous tracking of costs and transactions, while working closely with project coordinators and the finance team to maintain reliable and up-to-date accounting.

Main Responsibilities

- Enter, code, and reconcile supplier and subcontractor invoices related to projects
- Collaborate with project coordinators to track financial commitments (purchase orders)
- Prepare monthly payments requests for client and partners
- Maintain CNESST, CCQ, insurance, and subcontractor compliance records
- Manage the process of contract notices and releases (denunciation and waivers)
- Prepare supplier and subcontractor payments

Profile Sought

- DEC or AEC in accounting, or equivalent relevant experience
- Minimum of 3 years of relevant experience, ideally in construction or real estate
- Proficiency in Excel and familiarity with accounting software such as Vision or Maestro (an asset)
- Strong attention to detail, organizational skills, and ability to manage multiple files simultaneously

- Excellent teamwork skills

Conditions and Benefits

- Flexible schedule with Friday afternoons off (equivalent to almost 5 extra weeks of vacation per year)
- Office closed during the construction holiday and 2 weeks at Christmas
- Collaborative work environment
- Fast-growing company offering stimulating challenges