



JAMES C. JOHNSON
ASSOCIATES INC.

Managing The Business Of Building

Graeme D. MacDonald

Experience

1987 - present
Accountant, James C. Johnson Associates Inc.

Responsibilities include all accounting functions for Project and Construction Management firm, including cost control for various construction projects and contract administration.

1984 - 1987
Project Accountant, Province of Prince Edward Island Department of Transportation and Public Works

Employed as Project Accountant for the design and construction of the Atlantic Veterinary College, a project valued at \$36.5 million 1983 constant dollars (\$42.4 million current dollars). Responsible for designing and maintaining the accounting system for the entire project on a computerized accounting system.

Responsibilities included the following:

- Make all accounting entries, including year-end accruals;
- Make all payments to contractors and suppliers;
- Monitor bank account, loans and short-term investments;
- Prepare monthly claims to the funding parties;
- Monitor accounts receivable;
- Assist in developing a computerized system for the control of the equipment for the College;
- Prepare and administer purchase orders for the purchase of the College equipment;
- Prepare and administer contracts and change orders for all contracts;
- Design and prepare all monthly project reports.

1976 - 1984
Contracts Accountant, Schurman Construction, Summerside, P.E.I.

1970 - 1976
Canadian Imperial Bank of Commerce, Halifax, Nova Scotia

Employed in various locations in the Maritimes Provinces in positions ranging from trainee to accountant of a branch.



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Academic Credentials

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| University of Prince Edward Island
Part-time. Nineteen credits towards a 40 credit Business Administration degree with emphasis on accounting courses. | 1980 - 1986 |
| Computer Services Division, Department of Finance
Various computerized packages, including Lotus 1-2-3, General Ledger and accounts payable packages and WordStar word processing. | 1985 |
| Colonel Grey Senior High School, Charlottetown, P.E.I.
Graduated Grade XII | 1968 |