



Intermediate Accountant

Alliance M&E has been providing mechanical and electrical construction services and design in the National Capital Region for over a decade. Their team of management professionals alone has over 100 years of combined experience within the construction industry and has been involved in numerous projects ranging from new commercial construction to retrofit and replacement.

Reporting to the Director of Finance & HR, the Intermediate Accountant position is best suited for a candidate with a project accounting background and payroll experience. The successful candidate will be quick to learn and eager to grow within the organization.

Responsibilities

- Support the Controller and Director of Finance for the full accounting cycle, including accounts payable, receivable, payroll, month-end closing and bank reconciliations.
- Support the Controller for vendors/customers payment processing, credit applications, inquiries, and reconciliations.
- Support the Controller in payroll processing, including employee expense reimbursements, preparation of ROEs as well as union and payroll remittances (Source deductions, EHT, WSIB, CNESST, etc.).
- Reconciling and processing of credit cards transactions to the ERP system.
- Recording bank transactions and month-end closing journal entries.
- Preparing ad hoc reconciliation and financial analysis.
- Support the construction team with project accounting, project costs inquiries & re-allocations.
- Support the Director of Finance for the preparation of monthly/quarterly/annual working papers and account analysis in accordance with GAAP.
- Help updating policy and procedure documentation for financial and accounting processes.
- Support for the coordination of all governmental audits and compliance requirements.

Qualifications

- Bachelor or college's degree in accounting/finance is required
- Professional designation is an asset
- 2+ years progressive experience; 1+ years prior relevant experience in a construction company is an asset
- Knowledge and experience in payroll is required
- Knowledge and understanding of all accounting practices (GAAP)
- Collaborative and supportive with a passion for work, a positive attitude, and a true team player
- Highly detail-oriented and willing to roll up sleeves to respect deadlines
- Ability to operate in a fast paced, entrepreneurial environment with shifting priorities

- Bilingual (English and French) is considered an asset
- Proficiency in Microsoft office applications (excel, word, etc.)
- Working knowledge of Viewpoint Spectrum & Procore is an asset

Benefits

- Salary range: \$50,000-\$60,000 annually
- Extra-Long Summer Weekends
- Health & Dental Coverage
- RRSP/DPSP plan
- Young & Dynamic Environment
- Inviting New Office Space
- Free parking

If you are interested in this position, please contact Karine Génier, Director of Finance & HR at kgenier@allianceme.ca.