



## Accounting Technician

Job Type	Permanent FullTime
# of Openings	1
Posting Date	2024/04/14
Closing Date	Open Until Filled
Salary	\$27.40/hr - \$32.20/hr
Location	Prince George

We recognize that everyone's needs are unique. We will consider a hybrid work arrangement after an indoctrination period.

### WORKING FOR COBALT GROUP

Cobalt Group is the industrial contractor of choice; we set the benchmark for service excellence. Safety is an integral part of our company's operating philosophy and is a key component of our overall success. We are committed to the safety and well-being of our employees.

### Main Duties and Responsibilities

The Accounting Technician reports to the Vice President of Finance and is responsible for cost accounting, bookkeeping, and data entry for client billing, with a focus on accuracy and timeliness. This role is an integral part of our finance department. The candidate must understand the importance of various business documents, such as invoices and balance sheets, and be familiar with using ERP and accounting software.

The position requires a high degree of orientation towards detail and multitasking in terms of juggling a variety of work tasks and deadlines. The outcomes are time-sensitive and critical to full-cycle accounting with tight deadlines. To succeed in this role, the candidate must be self-motivated and a team player.

### Accountability and Contacts

- Reports to the Vice President of Finance for guidance, direction, and career development support.
- Cross-functional teamwork will include other payroll and administration members, as well as employees from Capital Projects, Business Development, Dispatch & Logistics, and the President.
- External contacts include clients, accounting consultants and sub-contractors.

### Areas of Responsibility

The position will utilize strong communication, curiosity, and analytical skills. A problem-solving attitude and ability to follow through on work assignments and commitments is critical.



## General Responsibilities

- Organize, maintain, and update source documents, files, and other account-affiliated information.
- Reconcile accounts, prepare trial balance statements, maintain general ledgers and prepare basic financial statements.
- Record/post journal entries.
- Prepare routine or standard reports.
- Perform data entry duties including but not limited to bank and credit card reconciliations.
- Process expense forms.
- Help assess and redevelop systems process as necessary.
- Adhere to internal controls that protect the company's assets.

## Month End

- Prepare bank deposits, enter payments into the accounting system, and prepare monthly bank reconciliations.
- Book monthly assigned journal vouchers in accordance with the month-end schedule.
- Support the preparation of draft financial statements and consolidation reports.
- Assist with the chart of accounts, new account setup and account integrity.
- Support other areas, including insurance, surveys, and GST filings.
- Cross-training and backup for Payroll and Accounts Payable/Receivable vacation relief and general office administration.

## Costs & Project Costing

- Supporting working with operations and Finance to establish clear cost groupings and nomenclature that correspond with the progressive flow from planning, doing the work, site de-mobilization, etc., establishing direct and indirect costs, and appropriate allocation methods, follow-up and training for accuracy at the source.
- Supports preparation of monthly Project Reports that effectively manage the lifecycle phases and forecasts to completion, alongside strong variance analysis to understand gaps in the budget forecast process.



## Qualification and Skills

- Highly motivated with a strong work ethic.
- Experience with accounting systems and software; prior Sage and Microsoft 365 experience is an asset.
- Solid understanding of accounting practices and processes.
- Keen attention to detail with a high level of accuracy.
- Excellent organization and time management skills.
- Effective communication skills and positive attitude.
- Solid knowledge of standard office software (Excel, Word, PowerPoint, Outlook, SharePoint).
- Ability to maintain confidentiality when managing company records.
- Ability to work in a team environment.

## HOW TO APPLY

Your resume should clearly identify how you have the knowledge, skills, and experience to be successful in this position. Please submit your resume to [resumes@cobalt-group.ca](mailto:resumes@cobalt-group.ca) with the position name in the subject line. Thank you for your interest in working with Cobalt Group.