

ASSISTANT ACCOUNTANT

 BATHURST HEAD OFFICE

Roy Consultants, an innovative company that supports employment equity and that is committed to community development, is seeking applications to fill a full-time **ASSISTANT ACCOUNTANT** position at its Head Office located in Bathurst.

Roy Consultants employs nearly 90 professionals in New Brunswick, and provides a wide range of services in mechanical, electrical, structural, municipal, transportation, environmental and geotechnical engineering. Serving a large clientele from public works, government services, municipalities and the private sector, Roy Consultants is involved in the building, civil infrastructure, heavy industry as well as environment, soil and material markets. For more information on our firm, [click here](#).

EMPLOYMENT OPPORTUNITY



WHAT WE OFFER

- The opportunity to collaborate on the work carried out by a team of designers and construction personnel involved in engineering projects;
- A work environment fostered by a team of professionals committed to a collaborative atmosphere that will enable you to reach your full potential through a variety of tangible achievements;
- A flexible corporate culture adapted to the changing realities of employees within a professional framework.

SKILLS REQUIRED

- Proficiency in Microsoft Office 365® suite and excellent computer skills;
- Knowledge of Sage Pro / Intacct® products would be an asset;
- Excellent communication skills, both written and verbal, in both official languages to effectively communicate with team members and external stakeholders;
- Strong analytical skills to interpret financial data;
- Ability to work independently while demonstrating strong collaboration within a multidisciplinary team;
- Strong organizational skills and ability to manage multiple tasks simultaneously while meeting deadlines;
- Attention to detail and commitment to accuracy and precision in all tasks performed;
- Ability to achieve professional autonomy in a fast-paced work environment;
- Genuine team spirit, a real sense of responsibility, and an understanding of professional ethics;

JOB DESCRIPTION

- Perform daily accounting operations, including bookkeeping, client invoicing, monitoring accounts payable, and managing payments;
- Prepare monthly, quarterly, and annual financial statements, as well as management reports for the Management;
- Produce and/or generate analytical reports and manage relevant information for managerial decision-making processes;
- Ensure compliance with tax and regulatory obligations, with the support and coordination of external auditors;
- Manage the employee payroll process, including salary calculations, preparation of payroll statements, and compliance with tax withholding and social security obligations;
- Participate in the development and implementation of effective accounting policies and procedures to enhance operational efficiency and compliance;
- Collaborate with engineers and project team members to ensure financial compliance of activities;
- Participate in financial forecasting and variance analysis to support strategic decision-making for the company;
- Perform other related tasks such as reconciliation, analysis, and report production to support the management team;

SPECIFIC HIRING CRITERIA

- Hold a post-secondary degree in Business Administration (specializing in accounting), Accounting Technology, or a related field;
- Have **three to five years** of relevant work experience with a similar role. Equivalent education, training, and experience may be considered;
- Possess a personal vehicle and a valid Class 5 driver's license: a mileage allowance will be provided for the use of a personal vehicle for work-related travel.



Candidates interested in applying for this employment opportunity are asked to send their resume to

 jobs.emplois@royconsultants.ca