

ACCOUNTING TECHNICIAN (Bilingual)

 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 permanent **Accounting Technician** 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 contribute to the work carried out by a team of designers and site personnel who work in the realization of engineering projects;
- A work environment created by a team of committed professionals in a collaborative atmosphere that will allow you to reach your full potential through a multitude of concrete achievements;
- A flexible corporate spirit adapted to the needs of employees in 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;
- Good verbal and written communication skills in both official languages;
- Attention to detail and a commitment to accuracy and precision in all tasks performed;
- Ability to achieve professional autonomy in an active work environment and to manage multiple tasks simultaneously while meeting deadlines;
- Sincere team player, a real sense of organization and responsibility, and an understanding of professional ethics;
- An ease of adaptation to various situations, a willingness to overcome challenges, and an understanding of the industry's reality.

JOB DESCRIPTION

Under the supervision of the Financial Controller and the accounting staff, the Accounting Technician will, but not be limited to:

- Perform daily accounting operations of the firm, including bookkeeping, client invoicing, monitoring accounts payable and managing payments;
- Ensure the proper management of cash flows by monitoring customer accounts and ensuring timely follow-ups with clients during the collection cycle;
- Validation and computer entry of project inputs, leading to the periodic preparation of project cost control, invoicing and budgeting reports;
- Assist the accounting staff in the preparation of the company's payroll cycles, by carrying out various compliance and control follow-ups;
- Assist accounting staff in the production and interpretation of analytical reports of evidence used in the managerial decision-making process;
- Perform other related tasks such as reconciliation, analysis and report production to support the management team.

SPECIFIC HIRING CRITERIA

- Hold a college diploma in Accounting Technology or an university diploma in Business Administration (specializing in accounting);
- Possess a minimum of **three** years of relevant work experience with a similar role. Equivalent education, training, and experience may be considered;



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

 jobs.emplois@royconsultants.ca