

Connex Personnel is currently recruiting an Accounting Technician. This is a contract role with a local oil and gas client, located downtown St. John's, NL.

Reporting to the Manager, Major Projects Finance, the Accounting Technician is primarily responsible for providing accounts payable support to various Major Projects scopes. This includes reviewing and attesting invoices, working to resolve invoice/commercial issues, and supporting cash forecast and cash call processes. This role also assists other finance and project team members with various activities as needed. Strong attention to detail and accuracy, with a demonstrated ability to work independently, multi-task, and meet strict and occasionally moving deadlines is required.

Responsibilities & Deliverables:

- Review and attest invoices to ensure compliance with contractual documents, as well as adequacy of supporting documentation
- Work with internal representatives and contractors to resolve invoice/commercial issues
- Support cash forecast and cash call processes
- Maintain tracking files such as invoice registers
- Assist other Project or Finance team members with various activities (i.e., cost allocations, journal entries, accruals, reporting, stewardship) as needed
- Ensure that financial policies and procedures are followed
- Respond to ad hoc queries and/or participate in various projects as required

Competencies:

- Safely Drives Results
- Enables Agility
- Develops Talent
- Communicates with Impact
- Fosters Collaboration
- Enhances Technical/Professional Expertise

Qualifications:

- Bachelor of Commerce or Business diploma/certificate
- Minimum 5 years relevant experience preferred
- Knowledge of SAP and/or other reporting systems an asset
- Proficient using Microsoft Office applications
- Excellent communication, analytical, and problem-solving skills
- Attention to detail and accuracy, with a demonstrated ability to work independently, multi-task and meet strict and occasionally moving deadlines
- Comfortable interacting with a variety of disciplines and stakeholders

Office based, 40 hrs/week.

Anticipated Start Date: May 21, 2024

Anticipated End Date: December 31, 2024

Please submit your resume to hr@connexpersonnel.com

