



General Accountant – Port Kells/Surrey

Anything. Possible.

NorLand Limited is a diverse group of 19 specialized heavy construction businesses that have been serving the construction industry since 1954. Our Brand Promise is to continue making **Anything Possible** – just as we've been doing for over 65 years. NorLand offers rewarding careers to skilled, reliable and motivated individuals who enjoy meeting new challenges and taking a hands-on approach while working independently or alongside other experienced professionals.

We are looking for a new team member to fill the position of **General Accountant** for our Traxxon Foundation Equipment and Traxxon Rock Drills business units. Reporting to the Divisional Controller & Group Controller - Industrial, the General Accountant will be based at our offices in Port Kells, and will work closely with the Division Controller, other accounting staff and the business units to ensure and support the efficient and effective workings of the accounting department.

Responsibilities:

- Supervise AP, AR, and other daily activities of the accounting department
- Prepare month-end working papers and provide meaningful narrative for month end financial meetings
- Secure and maintain important financial records and documents
- Ensure accurate and timely recording of financial transactions in the ERP system
- Supervise, train and mentor a team of 2-3 people
- Setup customers and vendors
- Assist with weekly cash reports and process bank reconciliations
- Review payment runs to ensure completeness of supporting documents
- Reconcile GL balances to subledger (AR, AP, accruals, WIP, inventory)
- Prepare calculations and worksheets in support of an adjusting entry including accruals and provisions
- Identify and develop policies, procedures and systems in view of improving processes and workflow
- Research, track, document and resolve accounting issues
- Assist with budgeting and audit requests
- Prepare support and submissions in connection with tax filings
- Maintain fixed assets and depreciation schedules
- Review labour report and make sure that all time entries are accurately captured for payroll processing
- Communicate with operations any issues relating to PO, SO, WO, and invoices for proper resolution
- Review and reconcile head office charges

Qualifications:

- Minimum 3 years of corporate accounting experience
- Working towards CPA designation – (PEP program)
- Post-secondary degree in business or accounting would be preferred
- Prior supervisory experience is an asset
- Proficient with MS Office Software, particularly Excel
- Self-starting, team player willing to work collaboratively towards achieving the strategic goals of the company
- Proven knowledge of finance, accounting and cost controls
- Excellent verbal and written communication skills
- Ability to manage multiple concurrent projects, embrace ambiguity and creatively solve business problems
- Strong interpersonal skills, with the ability to build effective working relationships at all levels across the various business functions

Please submit resumes to recruitment@norlandlimited.com quoting “**General Accountant**” in the subject line.

At NorLand Limited, we are committed to equity, diversity and inclusion in our recruitment and hiring practices.