

Intermediate Accountant, Duncan, BC

Anything. Possible.

NorLand Limited is a diverse group of 15 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.

CDI provides speciality foundation drilling and drill equipment rental, having a wide range of auger rigs, down-hole hammer (DHH) drill systems, oscillators, casing rotators, temporary casing systems, spherical grabs, hammer grabs, cranes, and Wirth Pile top drill systems to meet their customers’ needs. With a fleet of drilling equipment and an experienced team, CDI takes great pride in their dedication and delivery of high-quality construction drilling solutions.

We are looking for an **Intermediate Accountant** to join the CDI team in our Duncan BC office. Reporting to the Divisional Controller and working directly with accounting and operations to ensure effective, efficient, and accurate financial operations.

Duties & Responsibilities:

- Accounting
 - Assist Project Coordinators or Project Managers with preparing final billings, intercompany billings and progress claims
 - Update Fixed Assets Schedules, Capex forms, recording depreciation, interest and other prepaids for month-end
 - Reconcile balance sheet accounts (including fuel & shop) and direct cost entries
 - Assist with monthly job cost reporting (Unbilled, WIP, W.O.H., Low Bid) and proforma reporting
 - Work closely with team members to assist with the month-end close
 - Ensure business transactions are reported in accordance with GAAP
 - Ensure bids and estimates loaded into Sage correctly and liaise with Project Manager and Project Coordinators where things are missing or discrepancies exist
 - Ensure jobs, cost codes and accounts are setup as needed
 - Remit Employer Health Tax & WCB
 - Assist with WCB and other audits
 - Assist with preparation of budgets and import into Sage

- Analysis & Reporting
 - Assist with preparation and distribution of monthly financials
 - Liaise with Operations to ensure business activities reflect latest projections
 - Help with ad hoc reporting requests
 - Conduct monthly analysis for construction and shop
 - Respond to job cost analysis and auditor queries
 - Create and distribute reports through Sage and Excel as requested

- Update new process documentation including flowcharts and provide training where necessary

To qualify for this role, you must have:

- A designated CPA or accounting diploma with a proven track record in a related finance position.
- Excellent interpersonal and communication skills
- Demonstrated organizational and multitasking skills, coupled with an ability to ensure costing is accurate, timely, and reliable.
- Well developed skills and knowledge of sophisticated computer applications including advanced Excel skills and query based reporting.
- At least 2 years of industry experience and an understanding of Sage accounting is preferred.

If you feel you are qualified for this role, please submit your resume to recruitment@norlandlimited.com quoting "Intermediate Accountant" in the subject line. **Only candidates who are most qualified for the position will be contacted.**

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