

## Senior Accountant

*Anything. Possible.*

NorLand Limited consists of 15 specialized businesses working together as one team towards common goals. We have the unique ability to undertake complex, multi-faceted public and private sector projects within a single contract. Our businesses make **Anything. Possible** for over 65 years!

**Copcan Civil** offers commercial building construction and leasehold improvements to highway infrastructure and aggregate sales, we have comprehensive experience in every aspect of civil construction. We utilize the diverse backgrounds of our highly skilled and carefully selected team who are equipped to service clients across all sectors on any civil project.

We are in search of a **Senior Accountant** to join the CopCan Civil team in our **Nanaimo, BC office**. In this position, you will be responsible for administering accounting software, ensuring accuracy of job costing and all other accounting transactions to drive quality reporting. Manage working capital by effective monitoring and control of AR/AP including collections and AR risk reporting. This position reports to the Chief Financial Officer for Copcan and will support the accounting team also liaise between the Director, Operation Accounting for the NorLand Infrastructure Group on accounting related matters.

### DUTIES & RESPONSIBILITIES:

- Prepare monthly business unit financial statements and proforma statements
- Prepare working papers supporting the monthly close process and month-end balances
- Conduct monthly project cost reviews and work in progress or deferred revenue analysis
- Analysis, and variance to budget explanations
- Act as liaison between Copcan and the Director, Operations Accounting for the Norland Civil and Heavy Construction Group on accounting related matters.
- Administer accounting software, Explorer Eclipse, and assist with any future software conversions
- Research, track, document and resolve accounting issues
- Manage governmental compliance and regulatory changes including GST, PST, WCB, and payroll taxes
- Maintain projects in Explorer Eclipse, including creating jobs, cost codes and importing estimates
- Ensure accuracy of job costing and all other accounting transactions to drive quality reporting
- Review of bi-weekly payroll to ensure completeness and accuracy
- Prepare daily bank reconciliations and weekly cash reports
- Manage working capital by effective monitoring and control of AR/AP including collections and AR risk reporting
- Act as temporary vacation relief for Accounting Supervisor

### QUALIFICATIONS:

- A minimum of 2-5 years' work experience in Accounting along with an Accounting Degree is required
- Experience in the construction industry and/or experience in job costing preferred

- Excellent interpersonal and written communication skills
- Proficient in MS Office applications, particularly MS Excel
- Self-motivated, team player willing to work collaboratively towards achieving the strategic goals of the company

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