

Senior Accountant
Saskatoon or Regina, Saskatchewan



The difference between a good company and a great company is its people. This concept is important to us at Quorex Construction Services Ltd. It is why we value qualities like co-operation, spirit, determination and drive. We nurture these qualities and we encourage our people to do their best.

We are a multi-disciplined team of professionals who have been in the construction and development business for more than 35 years. Our team serves every client - large and small - with the same level of dedication and commitment. Our projects encompass the commercial, institutional, multi-family, warehouse and industrial sectors in a region continuing to experience economic growth and prosperity. Our communication skills and work ethics are the keys to our "teamwork builds quality" approach.

Our **Senior Accountant** is a member of our accounting team, and a leader within our organization to support our regional and corporate financial needs. The Senior Accountant will develop and maintain relationships with our key stakeholders, clients, owner representatives, and staff.

Reporting to the Financial Controller, the **Senior Accountant** will be responsible for planning, organizing, and supporting a number of financial activities within our organization.

As Senior Accountant, you will have the following responsibilities:

- Subcontractor Payments:
 - Produce weekly sub payment reports based on project progress payments received
 - Review all sub paperwork for accuracy and updated insurance
 - Issue reports to the AP-Sub position for weekly EFT/cheque entries
 - Put together the EFT report for review by Controller
 - Track missing paperwork and outstanding payments to ensure they are reviewed weekly for payment
 - Review over contract balances and work with PMs to balance accounts
 - Review older projects on a monthly basis for any payments/holdbacks that can be released
 - Work with AP-Sub position & PMs to make sure the new subcontractor payment process is being followed and subcontractors are being notified in a timely manner.
- Project Contracts
 - Review PO & CO entries done by Administration
 - Balance contracts monthly to ensure all COs showing on progress claims are entered in Sage
- Bank reconciliations & weekly bank entries
- Bi-weekly payroll entries
- Assist with monthly GST/PST filings
- Assist with quarter end and year end procedures
- Assist Controller with testing & training staff on new accounting systems & processes
- Provide backup to the Controller position for vacation/leave of absence

This role is intended to be a higher-level accounting position that will grow with the individual as they become more comfortable in the role. They will assist the Controller with accounting and payroll functions, as well as train on Controller responsibilities to be able to provide support for the Controller role as needed.

The role can be performed in either of our offices (Saskatoon or Regina) depending on the person's current residence.

Candidates must possess:

- Two to Five years of experience in accounting, financial and data analysis, and business administration.
- Degree in Commerce, Business Administration, Accounting Diploma or related discipline or working towards completing a degree in this field.
- Possession of a recognized accounting designation is preferred but not required.
- Experience with creating financial statements, general ledger functions, and regular reporting to the management and the board of directors.
- Confident leadership skills with a high level of integrity and dependability; has a strong sense of urgency, and is result-oriented with a dedicated work ethic
- Great attention to details with excellent analytical, technical, time management and organizational skills. Must be able to organize and manage the financial department.
- Superior interpersonal skills.
- A demonstrated track record in previous accounting positions at a Commercial Construction Company would be an asset. Preference will be given to candidates with previous working experience in the Canadian/Saskatchewan construction industry.
- Experience using and managing Sage products or similar financial IT platforms.
- Must be an advanced user of Microsoft Excel.

Come join a team where integrity, teamwork, quality, and client satisfaction are part of our corporate culture. We offer a competitive salary, a bonus program, an extensive group insurance plan, and a retirement program.

Please forward your resume to the attention of:

Quorex Construction Services Ltd.

Email: mailbox@quorex.ca

www.quorex.ca