



Accounting Lead

South East Construction L.P. is a union-based, multi-trade, industrial construction, and maintenance company. Part of the SECON Group of Companies, with site locations throughout Western Canada, South East Construction L.P. takes great pride in providing a safe and rewarding work environment for our employees as we continue to diversify and grow.

Position

Reporting to the Controller, you will be responsible for supporting all areas within the Finance department by performing various clerical and financial reporting requirements to both internal and external stakeholders.

This position will be Monday – Friday, 8-hour days, 5 days a week.

This position will be located at our Saskatoon or Esterhazy, SK office.

Job Duties

- Perform accurate and timely completion of various account reconciliations
- Update, verify and maintain accounting journals, ledgers, and other financial records
- Assist with monthly, quarterly and year end reporting and compliance requirements
- Perform accounts receivable duties, including invoice submissions and customer collections
- Assist in the preparation and processing of corporate visas
- Lead and support all departments within the finance group to ensure accounting standards and accounts are maintained and procedures and guidelines followed as outlined by SECON Groups corporate policies
- Liaise with various internal and external parties
- Provide support to senior accounting personnel and upper management as required

Qualifications:

- Diploma or Degree in Accounting or Finance considered an asset
- Minimum 2 years of related experience, including full cycle accounting required
- Experience in the Construction Industry preferred, but not required
- Excellent computer skills
- Experience with Sage 300 CRE preferred but not required
- Excellent organization and time management skills
- This position requires a strong attention to detail and high degree of accuracy, integrity, and confidentiality

Total Compensation

With this opportunity, South East Construction LP offers a competitive Total Compensation Package, including fair and equitable wages and a comprehensive group benefit plan.



Application Process

Please apply by sending a cover letter and resume to recruiting@secon.ca. Please include in your cover letter why you are interested in the job and which skills, experience, and/or education make you an excellent candidate for this role.

The start date is as soon as the successful candidate is available.

We thank all applicants for their interest; however only those candidates with cover letters and resumes who fit the needs of the company will be contacted.

Closing Date

Open until suitable candidate has been hired.