



Accounting Lead

SECON Group is a well-diversified, industry leader with extensive experience in the construction, mining, oil and gas, and power generation sectors.

With head offices in Esterhazy and Saskatoon, Saskatchewan and site locations throughout Saskatchewan, Manitoba and Alberta, we are poised for continued growth and aligned to offer a wide variety of services to our client base throughout our organizations. SECON's strategic plan provides opportunity for career growth and advancement for our employees.

Position

Reporting to the Senior Accountant, 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 to Friday and will be located in our Saskatoon head 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
- Any other such duties as may be determined by the reporting manager

Qualifications

The successful candidate will have:

- Diploma or Degree in Accounting or Finance considered an asset
- Minimum 2 years of related experience, including full cycle accounting 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, SECON Group of Companies offers a very competitive Total Compensation Package, including industry leading wages and a comprehensive group benefit plan.



Application Process

Please apply by sending a cover letter and resume to recruiting@secongroup.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 SECON Group of Companies. 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.