SANDER GEOPHYSICS

Position Title:	**Accounting Assistant**
Department:	Accounting
Reports to:	Accounting and Administration Manager
Location:	Ottawa office

SGL is hiring an Accounting Assistant, who will use their sound knowledge of accounting practices in order to support the day to day work of the Accounting department and general operations of SGL. They will work in accordance with company policy and generally accepted accounting principles. This is a permanent, full-time position reporting to the Accounting & Administration Manager.

Responsibilities

- Verify employee expense accounts in a timely and accurate manner;
- Reconcile field and cash advance accounts;
- Assist with project cost accounting;
- Assist with reporting cycles;
- Perform other clerical duties, as required;
- Understand, comply with, and promote all company safety precautions and policies, including reporting hazards and incidents encountered during daily operations;
- Attend and complete training courses and/or company examinations, as required;
- Maintain a high level of technical and operational knowledge through direct engagement with colleagues and personal development;
- Maintain good records and documentation of all financial reports, books, ledgers, etc;
- Maintain project schedules and goals; and
- Perform other duties as assigned to ensure completion of projects within deadlines.

Qualifications and Experience

- Postsecondary education in accounting, commerce, business or related discipline and/or relevant work experience which demonstrates ability to complete responsibilities;
- Sound knowledge of accounting practices;
- Knowledge of accounting software (Sage), purchase order databases and spreadsheet programs (Microsoft Excel or LibreOffice);
- High attention to detail to ensure accuracy; and
- Ability to balance multiple tasks and priorities, ensuring timely and accurate reporting;

- Works well in a team environment as well as independently;
- Excellent written and oral communication skills;
- Ability to problem solve, establish priorities, and multitask in a fast-paced environment.

Benefits

SGL is committed to promoting employee wellness and successful work-life balance. Employee benefits include (but are not limited to):

- Comprehensive benefits coverage including health, dental, vision, and paramedical;
- Life insurance;
- Paid vacation, personal leave, and medical leave;
- On-site gym; and
- On-site parking.

Interested applicants should forward their resume to careers@sgl.com. Please include the *position title in the subject line of your email*.

Sander Geophysics is an equal opportunity employer. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodation, contact Human Resources at careers@sgl.com prior to your interview. Pease note that only applicants selected for an interview will be contacted. We thank all applicants for their interest.