



SANDER GEOPHYSICS

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

SGL is hiring an Accounting Generalist, 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.

Responsibilities

This is a diverse role which encompasses a variety of tasks:

- Manage and perform the Accounts Payable cycle, from receipt of invoice to verification to payment;
- Reconcile employee expense accounts in a timely and accurate manner. These are complex expense accounts involving multiple currencies, covering field rotations of several weeks or months;
- Correspond with employees, following privacy regulations when working with confidential information;
- Ensure internal approval procedures are followed;
- Identify and resolve accounting discrepancies;
- Reconcile corporate credit cards and A/P from field locations;
- Maintain and reconcile accounting records for several branch bank accounts;
- Perform other accounting and administrative tasks as required; and
- Understand, comply and promote all company policies and procedures including reporting of hazards and incidents encountered in daily operations.

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;
- 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; and
- A keen interest working with numbers.

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;
- Employee and family assistance program;
- Paid vacation, personal leave, and medical leave;
- On-site gym; and
- On-site parking.

If you are interested or know a qualified person who would be interested, please 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, including this posting in an alternate format, 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. Please note that only applicants selected for an interview will be contacted. We thank all applicants for their interest.