

Waterford Energy Services Inc. is an energy consulting and services organization. Our **Halifax** Office is looking for an **Accounting Coordinator** to work within the Technical Energy Solutions division to organize and administer our company's day-to-day accounting procedures.

Reporting to the Controller, the **Accounting Coordinator** responsibilities include maintaining records for all transactions, preparing monthly and quarterly financial reports, revenue billing, and processing reimbursements. You will administer accounts payable, accounts receivable, enter data into our web based payroll system and work with a team of professionals who are there to help you get the job done. If you have a background in Finance and knowledge of accounting, we would like to meet you.

Responsibilities

- Create and update spreadsheets of daily transactions
- Manage accounts receivable and payable
- Revenue billing in Sage 50 (Simply Accounting)
- Maintain up to date purchase order tracking
- Review and process reimbursements
- Prepare budgets
- Maintain reports on financial metrics, including investments, return on assets and growth rates
- Keep records of invoices and tax payments
- Manage company's liabilities (e.g. insurance premium)
- Identify and address account discrepancies
- Participate in payroll processes
- Report on financial projections (e.g. liquidity and cash flow)
- Purchasing
- Prepare monthly financial statements (income statement and balance sheet)
- General support to other groups (e.g. operations)
- Prepare reports for external stakeholders
- Other accounting duties as assigned

Requirements

- Proven work experience as an Accounting Coordinator, Finance Administrator, Finance Assistant, or similar role
- Hands-on experience with accounting software, like Sage 50 (Simply Accounting)
- Advanced knowledge of MS Excel (creating spreadsheets, charts and using financial Excel functions)
- Good understanding of accounting procedures
- Time-management and organization skills
- Accuracy and strong work ethic
- Excellent verbal and written communication skills
- Confidentiality
- Degree in Finance, Accounting, or diploma in accounting from a recognized institution.
- Current CPA candidate/student considered an asset.

If interested in applying for this exciting opportunity, please email your cover letter/resume to L.collins@wesi.ca