

Accounting Coordinator

Engineering Link
Toronto, ON

Engineering Link is growing its team.

We are looking for an Accounting Coordinator to join our team. This role is exciting, diverse, and rewarding.

This is a perfect opportunity for an individual looking to build their career with a growing building envelope and structural engineering firm in downtown Toronto.

The ideal candidate is energetic, self-motivated, and enjoys working in a fast-paced environment. We are looking for someone who has a strong technical accounting background, is highly organized, and pays attention to detail in every aspect of their work.

Engineering Link offers an open, collaborative work environment and is involved in a variety of commercial, institutional, recreational, and residential projects across Canada. Engineering Link is focused on offering building envelope and structural engineering services as they relate to the science of the built environment.

What we are looking for in the ideal candidate:

Skills

- Adaptable: can pivot to meet project and client needs and is able to focus on multiple projects at one time.
- Entrepreneurial: ambitious, client-focused, and delivers quality work.
- Proactive: takes initiative, analytical, innovative, and is a natural problem solver.
- Team-player: builds positive relationships with colleagues, clients, and acts as an ambassador for Engineering Link.
- Excellent communication skills both verbal and written; including technical writing.
- Excellent organization skills with the ability to manage complex situations with multiple stakeholders.
- A motivated self-starter with a demonstrated ability to work independently, as well as, within a team environment.

Responsibilities

- Manage the setup of projects, including opening, closing, and archiving project files.
- Maintain and file invoices.
- Create AR invoices and distribute via email to appropriate parties.
- Revise invoices, as per client/project manager requests.
- Post vendor and sub-consultant invoices and process payable cheques.
- Scan and save client cheques.
- Application of payments received.



- File AP backups.
- Assist the Controller and Partners with month-end procedures and reporting.
- Assist with collections and billing.
- Credit card reconciliation.
- Process RDC deposits.
- Other duties as required.

Qualifications

- 2 or more years' experience in an accounting role.
- Post-secondary education in accounting or equivalent work-related experience.
- Strong computer skills. Specifically: MS Office, Outlook, and accounting and timesheet software (experience with Ajera or Deltek Vision is an asset).
- Highly detail-orientated and organized.
- Ability to meet assigned deadlines.
- Excellent communication skills with a positive attitude.
- Ability to multi-task and prioritize daily duties.
- Work experience with an engineering consulting, architecture, or relevant industry is desired.

A resume is required when applying.

Engineering Link is committed to promoting diversity and employment equity.

Applicants requiring accommodation at any stage in the recruitment process can contact Human Resources.

We thank you for your interest in our firm. Please note that only those candidates selected for the next step in the recruitment process will be contacted by Human Resources.