

Accounting/Human Resources Coordinator

Engineering Link

Toronto, ON

Engineering Link is growing its team.

We are looking for an **Accounting/Human Resources Coordinator** to join our team. The ideal candidate is energetic, enjoys working in a fast-paced environment, and has relevant Accounting and Human Resources experience. This is a perfect opportunity for an individual looking to wear several hats within the administration team at a growing structural engineering and building envelope firm in downtown Toronto.

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

In this role, you will support two essential functions within the firm: Accounting and Human Resources. Your role will be split 50/50 between the two groups and you will report to two managers (one in Accounting and one in Human Resources). The day-to-day focus of the role is tackling duties to help each of the managers provide essential support to management and staff within the building envelope and structural engineering departments.

It is important that candidates have previous experience in both Accounting and Human Resources roles. The characteristics we are looking for is being self-motivated, hard-working, and having the ability to form relationships with the engineering and support staff in each department.

Below are the skills, responsibilities, and qualifications needed in the role:

Skills

- Excellent communication, both written and verbal.
- Detail-oriented and highly organized.
- Ability to prioritize tasks and meet assigned deadlines.
- Team-player who builds positive relationships with colleagues.
- Cares about attention to detail in notetaking, meeting minutes, and Accounting/HR records.
- Proactive: takes initiative, analytical, innovative, and is a natural problem solver.
- High level of proficiency with MS Office, Outlook, and accounting and timesheet software.
- Experience creating PowerPoint presentations is a desired skill.

Responsibilities**Accounting**

- 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.

Human Resources

- Act as a first point of contact for staff regarding HR-related administrative questions.
- Recruitment: assist the manager with job postings, candidate search, resume review, interviews.
- Take minutes and notes in important meetings (performance reviews, interviews, etc.).
- Create social media marketing material for LinkedIn.
- Coordinate onboarding and training for new staff.
- Track HR data and create summary reports.
- Help develop internal training materials.
- Assist in the development of new policies.
- Participate in various committees (social/joint health and safety).

Qualifications

- 2 or more years' experience in an Accounting/Human Resources role.
- Post-secondary education in Accounting/Human Resources or equivalent work-related experience.
- Work experience with engineering consulting firms, construction, architecture firms, or relevant industry experience 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.