



Accounting Administrator

Alliance M&E has been providing mechanical and electrical construction services and design in the National Capital Region for over a decade. Their team of management professionals alone has over 100 years of combined experience within the construction industry and has been involved in numerous projects ranging from new commercial construction to retrofit and replacement.

We are looking for an Accounting Administrator to join our growing Finance team. Reporting to the Controller and CFO, this position is well suited for a highly organized, detail-oriented individual who enjoys working with numbers, administrative processes, and multiple internal and external stakeholders.

The successful candidate will be a quick learner, highly motivated, and eager to grow within a fast-paced construction environment.

Responsibilities

- Manage day-to-day accounts payable activities, including vendor inquiries, invoice follow-ups, vendor statement reconciliations, credit applications, Visa/Home Depot reconciliations, and resolving discrepancies.
- Support accounts receivable activities, including customer invoicing and reconciliations, importing Procore invoices into Viewpoint Spectrum, recording customer payments, following up on outstanding balances, and supporting collection efforts.
- Prepare monthly reconciliations between Procore and Viewpoint Spectrum to ensure customer invoices are complete and accurate, and investigate and resolve billing discrepancies.
- Prepare and maintain escalated AR lists for Management and assist with customer payment and invoice inquiries.
- Maintain subcontractor compliance records, including Certificates of Insurance, Statutory Declarations, WSIB/CNESST documentation, and required ISO documentation for new Purchase Orders, including applicable expiry dates.
- Reconcile and process company credit card transactions in the ERP system and assist with maintaining accurate financial records and supporting documentation.
- Collaborate with the Finance, Project Management, and Operations teams and provide backup support for phone reception and other accounting and administrative duties as required.

Qualifications

- Minimum 1–2 years of relevant accounting or financial administration experience with a college diploma or bachelor's degree in accounting, finance, business administration, or a related field

- Minimum 3 years of relevant accounting or financial administration experience if no post-secondary degree or diploma is held
- Knowledge and understanding of Canadian Accounting Standards for Private Enterprises (ASPE) is an asset
- Collaborative and supportive with a passion for work, a positive attitude, and a true team player
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Bilingual (English and French) is considered an asset
- Proficiency in Microsoft office applications (excel, word, etc.)
- Working knowledge of Viewpoint Spectrum, KOJO & Procore is an asset

Benefits

- Extra-Long Summer Weekends
- Health & Dental Coverage
- Salary range: \$45,000 to \$60,000 annually
- RRSP/DPSP plan
- Young & Dynamic Environment
- Inviting New Office Space
- Free parking

If you are interested in this position, please contact us at HR@allianceme.ca