Job Posting

Accounting Manager

STC Industrial Contracting, a division of the STC Industrial Group of Companies, is a First Nations owned industrial construction & maintenance contracting company delivering safe, competitive, quality services to our clients, and engagement and growth to Indigenous communities and people.

Position:
The Accounting Manager manages the day-to-day accounting and payroll transactions for the STC Industrial Group of Companies. The Accounting Manager is responsible for maintaining and developing accounting procedures, practices, records, and principles to ensure timely and accurate financial information.

Duties & Responsibilities:

- Supporting the Chief Financial Officer (CFO) with workflow process improvement and special projects.
- Collaborating with direct reports to determine objectives and goals for each year and advising on progress to enhance staff professional development.
- Oversee all accounts payable, accounts receivable and payroll transactions.
- Assign responsibilities, provide guidance, and support, and conduct performance evaluations of clerical staff.
- Mentoring and coaching accounting staff to optimize performance.
- Ensure the team's effectiveness and productivity while fostering a positive and collaborative work environment.
- Assisting in the design and implementation of features and procedures to enhance the accounting department's workflow.
- Monitoring and analyzing the accounting department to develop more efficient procedures and proper use of resources while maintaining a high level of accuracy.
- Monitor and analyze accounting data and produce accurate financial reports.
- Coordinate the preparation of documents and analysis for annual audits.
- Maintain confidentiality and integrity in financial practices, adhering to professional codes of conduct.
- Other duties needed to help drive to our vision, fulfill our mission, and abide by our organization's values.

Education and Experience:

- Chartered Professional Accountant (CPA) designation considered an asset
- 3 years of management experience
- ERP Planning and Implementation is considered an asset
- Proficiency with various accounting software programs
- Proficient in Microsoft Office programs including Outlook, Excel, Word, and PowerPoint.
- Ability to meet all assigned deadlines.

If you are interested

Please submit a cover letter and resume to apply@stcigroup.ca

Indigenous candidates are strongly encouraged to apply. TD1-IN Exemption is available for status employees.
We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.