



## Junior Accountant – Port Coquitlam, BC

*A tremendous opportunity for a recent accounting or business administration graduate with a progressive, people-oriented company...*

CIMS Limited Partnership, is seeking a **detail oriented, self-starter** with **proven accounting experience** to fill the role of **Junior Accountant**.

CIMS LP is 100% Canadian owned and operated mechanical contractor serving locations across Canada. CIMS provides services in the heavy industrial sector including the largest plant shutdowns and complex industrial projects in the Oil & Gas, Mining & Industrial, Pulp & Paper, and Power Generation industries. In addition to being an industry leader, CIMS is passionate about hiring and retaining the market's best talent and offers exciting work, training & development, engagement and opportunities for growth to all of its employees.

In the position of **Junior Accountant**, reporting to the Regional Controller, while working collaboratively with accounting & finance team, the Junior Accountant will be responsible for providing financial, administrative and clerical services in order to support Finance departments to ensure effective, efficient and accurate financial and administrative operations.

### ***You will be accountable for:***

- Assist Regional Controller with day-to-day tasks and assignments
- Ensure that appropriate, accurate and timely reports are provided to ensure effective and timely decision making
- Validate & reconcile bank records daily
- Reconcile WCB annual estimate & adjustment
- Review Accounts Receivable holdback schedule
- Assist Accounts Receivable with various billing entries and business transactions according to establish procedures
- Provide support in the form of general office duties (bank runs, filing, etc.)
- Support the finance team when required

### ***To be successful in this role you must have:***

- Diploma or bachelor's degree in Accounting or Business Administration (ideally a CPA student)
- Must possess a minimum of 2 years of hands-on experience in accounting field
- Excellent knowledge and proficiency of MS Office applications (excel, word, etc.)
- Working knowledge or relevant ERP software preferably Sage 300 CRE
- Maintains a "take charge" attitude; is persistent and tenacious; drives to accomplish objectives; influences others by instilling excitement and a sense of urgency; is proactive and demonstrates willingness to "roll up the sleeves" as necessary; and assertive
- Ability to multitask and manage conflicting priorities, adapt to and operate in a fast-paced, changing environment
- High integrity & work ethic, and highly organized, detail oriented.
- Excellent verbal and written communication skills
- Collaborative, self-starting, team player willing to work towards achieving the strategic goals of the company

If you feel you are qualified for this role, please submit your resume through [RECRUITMENT@CIMSLTD.COM](mailto:RECRUITMENT@CIMSLTD.COM)

***Only candidates who are most qualified for the position will be contacted.***