



## **Accounting Clerk in New Ross, NS**

East Coast Powerline is growing, and we need help. We are hiring an Accounting Clerk. ECP is a powerline maintenance and construction company with operations in New Ross, NS and Lapeer, MI. Reporting to the Director of Finance, the successful candidate will support the management team by providing timely, accurate expense tracking. As the company grows the role may expand to include payroll processing, billing, and other duties. During critical storm response, the Accounting Clerk will support the operations team to mobilize employees to the site of the emergency. Please note there may be some ability to work remotely but attendance in New Ross is required most of the time.

### **Key Responsibilities include but will not be limited to:**

- Accounts payable entry.
- Accurate tracking of expenses to the appropriate job.
- Assist with fleet management.
- Manage fuel purchase programs.
- Support storm response operations by booking flights, hotels, etc.
- Support the operations team by tracking opportunities on various procurement websites.
- Other duties as required.

### **Requirements:**

- Post-secondary education in business with a focus in accounting.
- Experience is required. The ability to reconcile accounts is a must.
- Proficiency with Quickbooks Online and ADP is an asset. A very good proficiency with Excel is required.
- Excellent attention to detail and accuracy within your work.
- Ability to work independently and self-motivate in a fast-paced work environment.

East Coast Powerline offers a competitive compensation package that includes a company paid health plan and RRSP.

This is a term position with the potential for a permanent position within the organization in the future.

This ad will be posted until the perfect candidate is hired. Unfortunately, we are unable to consider offshore applicants at this time. Interviews will take place the 2<sup>nd</sup> week of June.

Please merge your cover letter and resume into 1 document and send to [admin@eastcoastpowerline.com](mailto:admin@eastcoastpowerline.com). We thank all applicants for their interest but only those under consideration will be contacted.

Company website: <https://www.eastcoastpowerline.com>

