



Accounting Administrator

Trace Associates Inc. (Trace) is a 100% employee-owned environmental consulting firm advising the energy, mining, industrial, real estate, and development market sectors. We provide services in environmental site assessment (ESA), remediation, reclamation, spill response, liability assessment, environmental auditing, GIS, facility decommissioning, and natural sciences.

Our Vision is to be the most respected specialized environmental consulting firm in Western Canada and our Mission is to be safe and be the best. Our Core Values are safety, excellence, and balance.

THE OPPORTUNITY
We are seeking an
Accounting Administrator
to fill a 12 month Maternity
leave, based out of our
Head office in Calgary.

YOUR RESPONSIBILITY

- Process high volume accounts receivable billing for multiple clients and enter invoices into third party databases.
- Handle vendor calls and payment inquiries.
- Data entry of accounts payable invoices into databases.
- Data entry and budget updates in our project management system.
- Process, track, and reconcile sub-consultant billing.
- General accounting and project related filing.

YOUR PROFILE

- 2-5 years of accounting/bookkeeping experience.
- Post-secondary courses related to accounting and/or bookkeeping is an asset.
- Experience in QuickBooks and familiarity with Microsoft Excel is an asset.
- Positive and mature attitude, with an eagerness to learn.
- Ability to manage multiple deadlines in a fast paced environment.
- Strong attention to detail.
- Ability to work well in a team.
- Effective listening and communication skills.

For further information or to apply, quote the position no. CAN-AB-CAL-0300-18 and email your resume to info@traceassociates.ca or visit TraceAssociates.ca

We thank all those who apply; however, only those selected for interviews will be contacted.

environmental consulting scientists

Calgary | Edmonton (St. Albert) | Lethbridge | Stettler | Didsbury | Saskatoon | Regina