

CAREER OPPORTUNITIES



Accounting Associate (Ref: AA_1707)

A WORLD LEADER IN TESTING, INSPECTION & CERTIFICATION SERVICES

Bureau Veritas offers dynamic, exciting employment opportunities to play a vital role with a global organization. If you would enjoy working in a dynamic environment and are looking for an opportunity to become part of a stellar team of professionals, we invite you to apply today.

Position Summary

Reporting to the **Controller**, the **Accounting Associate** position is responsible for general accounting functions of the company as assigned, including assisting in the preparation of monthly packs and Treasury reporting. The position is also responsible for reconciliations at month, quarter and year end and ad-hoc accounting throughout the year.

Duties and Responsibilities

- Acquiring information and reporting on Treasury functions companywide for BVCC/Upstream Minerals.
- Assisting Controller with all duties as required for the month/quarter/year end process
- Maintain working papers for all BUs under SSC
- Maintain all finance related documents (leases, licences, vendor contracts, tax report and tax-related legal documents)
- Keep track of Fixed Assets (purchases, transfers, depreciation, physical inventory)
- Assisting other accounting staff/managers with issues as they arise
- Providing back up for payroll administration and purchasing to fill absences due to vacation and illness
- Comply with all company policies, laboratory safety procedures and applicable Quality System SOPs
- Other tasks as assigned or required from time to time

Experience and Qualifications:

- Minimum 3 years Canadian experience in Accounting/Finance environment
- Completion of two Core Modules in CGA designation an asset
- Detail oriented with strong ethical practice in adhering to GAAP
- Ability to work independently and with others
- Has excellent command of the English language, both verbal and written
- Strong analytical ability
- Excellent organizing, time management and interpersonal skills

If you feel that you are the right person for this position please forward your application by email, quoting reference **AA_1707** to: hrdept@ca.bureauveritas.com

*Bureau Veritas is an equal opportunity employer
Candidates applying for Canadian job postings must be authorized to work in Canada*