

CAREER OPPORTUNITY

JUNIOR ACCOUNTING COORDINATOR



RAM is a technical consultancy providing Project Management, Construction Management, Engineering and Advisory services across Canada. RAM is searching for a motivated and energetic **Junior Accounting Coordinator** to join our team in Vancouver, BC. The successful candidate will be an individual that enjoys a challenging, professional and dynamic workplace and will contribute to the success of a hard-working team.

➔ More About This Role

This position will be responsible for assisting with all day-to-day financial activities of the business and full cycle accounting. The successful candidate will report directly to the company's Controller, is able to work independently, meet stringent deadlines, and enjoy being part of a collaborative team.

Additional responsibilities of daily operations include:

- Prepare and enter journal entries including all Accounts Receivable & Accounts Payable entries;
- Ensure all costs are accurately coded and communicated for billing purposes;
- Responsible for processing employee expense reports;
- Responsible for cheque runs;

Our Core Values are:

1. Safety
2. Innovation
3. Integrity
4. Fun
5. Sustainability

- Reconcile general ledger and analyze discrepancies to make appropriate corrections;
- Produce monthly GL accounts detail report;
- Assist in compiling samples support for external accountants and audits;
- Develop and implement policies and procedures related to the activities of the Finance department;
- Maintain a proper accounting filling system.

➔ Ideal Candidate Requirements

- University or Post-Secondary Degree in Accounting or Business Administration, or equivalent; or in the process of getting one;
- High level of proficiency in analytical software, Excel and Microsoft Office Suite;
- Experience with an ERP or an accounting software and/or payroll;
- Self-motivated who takes initiative independently, and strong team player in a collaborative environment;
- Ability to operate with high regard to accuracy, integrity, trust, and confidentiality;
- Ability to achieve deadlines within tight timelines while managing multiple priorities;
- Ability to effectively communicate and collaborate with a variety of business functions.

➔ Why You Should Join RAM

- Brand New Office Downtown
- Cell Phone Allowance
- Tuition Reimbursement and Career Planning
- 100% Health Coverage including MSP and Extended Health Benefits
- RAM Intramural teams
- Office Social Hours
- Business Casual Environment
- Quarterly Office Events
- Office Potlucks
- Community Involvement Days
- Quarterly Goal Setting
- Annual Performance and Salary Reviews

RAM is Canada's fastest growing professional services firm and is ranked **No. 82** on the 31st annual Growth 500 as per *Canadian Business and Maclean's* definitive ranking of Canada's Fastest-Growing Companies.

➔ Interested?

We encourage applications from all qualified individuals. If this opportunity sounds like the next step in your professional career, please send your resume in confidence to careers@ramconsulting.com. RAM is committed to employment equity and hires based on merit.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

