



## Accounting Technician



**Full time, Finch, Ontario**

**Hours:** Monday – Friday: 8:00 a.m. - 4:00 p.m. (with the potential of some flexibility)

**Start Date:** January 2023



*Are you looking for a career with purpose, and one where you can make a positive contribution?*



At South Nation Conservation (SNC) you will be immersed in a diverse professional environment, where you will thrive in a multi-disciplinary community that includes engineers, planners, biologists, foresters, and GIS technicians, among others.



SNC's strength lies in our experience performing and applying cutting edge science and research at the community level. Our entrepreneurial culture is a dynamic combination of government and private sector, in which you will have the scope to lead innovative projects to protect and enhance our local environment.



### POSITION DETAILS:

The Accounting Technician is responsible for the accounts receivable and basic information technology (IT) tasks related to the Authority's work as well as account reconciliations, assisting with the annual budget, financial statements, and project implementation. The Accounting Technician is guided by a detailed project work plan complete with milestones and timelines to ensure the timely delivery and completion of accounting work. This position reports to the Director of Finance.



### WHAT YOU OFFER:

- University/college graduate in business administration, accounting, commerce, finance, or related discipline.
- Experience with the development of annual budgets.
- Experience with assisting in the preparation of financial statements.
- Experience with account receivable tasks including invoicing, processing payments and receipt entry.
- Knowledgeable in IT such as, troubleshooting hardware and software issues, installing, and configuring software programs, and upgrading systems for compatibility.
- Advanced skills with Microsoft Office Suite, spreadsheet applications (i.e., Microsoft Excel), SAGE 300 ERP, other accounting, and information management applications, and comfortable with the use of new software.
- Excellent interpersonal, verbal, and written communication skills.
- Excellent organizational and analytical skills
- Enthusiasm, determination, the ability to work independently, and attention to detail.
- Knowledge of basic forestry, fishery, water and conservation qualities and issues, would be an asset.
- Bilingual (English and French) is an asset.





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**CONSERVATION**  
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- Valid Class “G” Ontario Driver’s License.

**WHAT WE OFFER:**

- You will join an organization with over 75 years of history.
- You will have the opportunity to work with a solutions-focused team and develop your skills.
- You will work for an organization that places tremendous value on the professional and personal development its employees.
- Participation in the OMERS pension plan.
- Competitive salary and benefits package.
- Hybrid work environment.

**LOCATION:**

The SNC office is in a rural location in Finch, Ontario, southeast of Ottawa. The successful candidate must have reliable transportation.

**SUBMISSION INFORMATION:**

Forward a copy of your resume, cover letter, a writing sample, and references by 8:00 am on Monday, December 5<sup>th</sup>, 2022, to:

Hannah Jackson  
Accounting and Human Resources Specialist  
[hjackson@nation.on.ca](mailto:hjackson@nation.on.ca)

Please quote ‘*Accounting Technician*’ in the subject line. Submitted resumes must be in Word or PDF format.

Thank you for your interest in South Nation Conservation; however only those candidates selected for an interview will be contacted. This position is contingent on funding.