

## Infrastructure BC – Accounting & Contract Administrator (12-month Term)

### About Infrastructure BC

*Infrastructure BC Inc. supports the public sector by providing leadership in the procurement of complex capital projects. Our team at Infrastructure BC works to improve the lives of people and communities in British Columbia by acting as a link between public-sector entities and private-sector companies in the procurement and delivery of complex capital projects. As infrastructure is a crucial part of the BC Government's plan to keep the province moving, an unprecedented number of significant and complex infrastructure projects have been approved to improve and address the province's growing needs.*

*Infrastructure BC projects improve residents' day-to-day lives, contribute to local job creation, and support a strong and sustainable economy. For more information on Infrastructure BC, please visit [www.infrastructurebc.com](http://www.infrastructurebc.com).*

### Role Overview

Join our dynamic finance and accounting team for a 12-month term opportunity where you'll play a key role in supporting day-to-day accounting operations, contract administration, and financial reporting in a collaborative, rewarding environment.

The **Accounting & Contract Administrator's** key accountabilities include:

- Coordinating accounts payable including processing invoices and administering payments.
- Administering contracts between contractors and Infrastructure BC.
- Regularly managing contractor invoicing by conversing with project staff and contractors to ensure the timeliness and accuracy of invoices.
- Preparing credit card and other account reconciliations.
- Assisting with month-end and quarter-end financial requirements.
- Assisting with year-end working paper preparation.
- Processing employee expense claims.
- Recording cash deposits and subsequent collections of outstanding payments from clients.
- Assisting the Financial Accounting Manager and Senior Accountant.

Qualified applicants will possess the following education, skills, and competencies:

- 1-3 years of accounting experience.
- Intermediate to advanced level of proficiency in Microsoft Excel.
- Experience with Deltek Vantagepoint accounting software is an asset.
- Knowledge and experience in contract administration are assets.
- Strong analytical skills.
- Relationship skills – Collaborates with ease and can work well in a team setting.
- Communication skills – Communicates effectively and professionally, both orally and in writing.
- Organizational skills – Allocates time effectively (can prioritize) and manages multiple demands with tight deadlines; works well under pressure and delivers quality work.
- Administrative skills – Ensures records, documents, and files are maintained in an orderly and accurate manner.

### What we can offer:

Compensation range: \$50,985 - \$60,667

Infrastructure BC prides itself on providing an engaging work environment that offers focused development opportunities for all team members. Infrastructure BC provides unmatched professional development opportunities through exposure to complex, high-profile infrastructure projects and access to industry-leading expertise. In addition, Infrastructure BC provides competitive compensation and benefits, enrollment in the BC public sector pension plan, and support for mental and physical well-being for all employees.

Qualified candidates are invited to send their resumes, in confidence, to HR via email at [hr@infrastructurebc.com](mailto:hr@infrastructurebc.com).

Deadline to submit applications is June 20, 2025.