



Junior Accountant

Duration: Permanent Full-Time
Locations: Downtown Victoria
Hours: Monday – Friday; 8:30am – 5:00pm.
Comp. Range: \$49,500 – \$68,100

Infrastructure BC Inc. is a provincial Crown Corporation that supports the public sector by providing leadership in the planning, procurement and implementation of complex capital projects. The Infrastructure BC team 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 project delivery. 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.





Opportunity

Are you interested in joining a strong corporate team supporting an operation that accomplishes big things?

As a Junior Accountant, you will contribute to an organization passionate about improving people's lives and communities through infrastructure. This opportunity is for a driven individual who desires gaining hands-on experience in accounting and finance as a step toward earning their CPA.

Guided by senior members, you'll learn to meet critical reporting deadlines and play a vital role in finance and administration operations. As you work towards these milestones, you'll witness firsthand the team's daily efforts shaping some of our most strategic initiatives.

This opportunity will be an invaluable learning experience, offering skill development, exposure to multi-disciplinary teams, and an opportunity to support two corporate offices.



Role Description

This role will report to the Financial Accounting Manager and will support the Finance team.

Responsibilities include:

- Coordinating accounts receivable and accounts payable including invoicing, processing payments, and collections.
- Preparing GL, banking, credit card, and other account reconciliations.
- Assisting with contract and expense administration.
- Preparing monthly journal entries.
- Assisting with year-end working paper preparation.
- Processing employee expense claims.
- Assisting the Financial Accounting Manager and Senior Accountant as required.



Skills and Qualifications

- Post-secondary college or university education in a relevant discipline (e.g. Finance, Accounting, etc.). Working towards a CPA accounting designation would be considered an asset.
- 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 is an asset.

- Strong analytical skills.
- Relationship skills – Collaborates with ease and can work well in a team setting.
- Communication skills – Communicates effectively and professionally, both oral and written.
- 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.



Additional Information:

- To build a rich diverse workforce representing the communities which we serve, we welcome applications from people of all colours and cultures, persons with diverse abilities, and members of the 2SLGBTQIA+ community.
- If you are in need of accommodation or special assistance at any step of your application, please send an email with your request to hr@infrastructurebc.com