



Crosbie Salamis Limited (CSL) provides multi-discipline fabric maintenance support services and deck services to the Offshore Oil and Gas Industry. Our scope of services includes: scaffolding, coatings, insulation, passive fire and blast protection, composite pipe repair, positive pressure habitats, industrial cleaning, deck and crane operations, radio operations and rigging and slinging. We are currently seeking an experienced **Accounting Coordinator – Industrial Services** to join our office in St. John's, NL.

***Duties and Responsibilities:***

**Accounting**

- Prepare and complete monthly journal entries
- Complete bi-weekly bank reconciliations
- Prepare monthly balance sheet reconciliations
- Review accounts payable invoices for appropriate supporting documentation, purchase orders and coding
- Assist in preparation of monthly working paper files
- Support annual budget preparation and monthly budget to actual analysis through account analysis
- Prepare client cost tracking against client purchase orders
- Support other Crosbie Group Companies accounting functions as required

**Accounts Receivable**

- Prepare monthly invoicing for assigned Industrial Services clients
- Provide data entry and invoicing support to Accounts Receivable Coordinator
- Support account collections as assigned

***Qualifications:***

- Post-secondary education in accounting, commerce or related field
- 1-3 years experience in a general accounting, accounts receivable or similar role
- Basic knowledge of and experience in the application of Canadian GAAP
- Experience in the use of computerized accounting and billing systems, with specific experience using the Sage 300 accounting program will be an asset
- Ability to handle a variety of time sensitive tasks and prioritize in a professional and timely manner
- Demonstrated ability to work under pressure and meet deadlines
- Proven critical thinking skills with sharp attention to detail
- Solid written and oral communication and interpersonal skills
- Demonstrated results oriented , service delivery mindset
- Working knowledge of Microsoft Office Suite and SharePoint

If interested in a challenging position please apply no later than **May 17, 2018** by clicking on the Apply Now link below:

**[Apply Now](#)**

***Crosbie Group of Companies is committed to fostering a diverse workforce and a respectful work environment. We are committed to employment equity and encourage applications from all qualified individuals.***