



**L.J. Barton**  
Mechanical Inc.

# ACCOUNTING ANALYST

**Are you looking for a rewarding Finance position where you can add value to a growing business?**

Are you looking for an employer that truly values you and your work and will also encourage your career growth?

L.J. Barton Mechanical Inc. is currently looking for a full-time Accounting Analyst to join our dynamic team!

This is an excellent opportunity for a self-motivated, energetic team player who wants to be a part of a growing organization. Working with a professional and diverse group of professionals and tradespeople, this position offers comprehensive compensation including competitive wages, access to the group benefits and pension plan, and ongoing learning opportunities.

## **Key Responsibilities:**

- Assist Director of Finance with full-cycle accounting, including journal entries, account reconciliation, reporting, and analysis
- Process and manage weekly payroll for all hourly and salary employees across a varied workforce, ensuring accurate job costing, and adherence to policy and statutory requirements
- Assist Director of HR with the administration of employee benefits
- Input supplier invoices, ensuring that proper approvals are obtained and that company policies are followed
- Liaise with Purchasing, Project Managers, and Service Managers to resolve discrepancies
- Perform vendor statement reconciliations and liaise with vendors

## **Qualifications**

- Chartered Professional Accountant preferred, but a CPA student with advanced standing will be considered
- Canadian Payroll Association Certification an asset
- Excellent analytical skills
- Highly organized, detail oriented & self-motivated with the ability to take initiative and work in a fast-paced environment
- Advanced skills and experience using Microsoft Office, especially Microsoft Excel
- Excellent written and verbal communication and interpersonal skills
- Capacity to coordinate multiple tasks through superior time management skills
- Team focused with ability to work independently to meet deadlines and goals

**Email your resume with cover letter to [careers@ljbarton.com](mailto:careers@ljbarton.com).**

**Please note, only qualified candidates will be contacted.**

## Build your future here.

*Established in 1990, L.J. Barton Mechanical Inc. has grown to be the 'go to' multi-trade contracting company in the communities and sectors we service, delivering a standard of care and excellence, quality of work, and value that exceeds industry benchmarks and customer expectations.*

[www.libarton.com](http://www.libarton.com)

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