

Accounting Clerk

Description

Frontier Subsea is a locally owned and operated company based in Paradise, Newfoundland, Canada. We are comprised of skillful and problem-solving personnel experienced in the engineering, procurement, construction, installation and operations support of offshore & subsea installations.

With a strong work ethic, knowledge and local experience, Frontier Subsea provides practical, expedient and cost-effective solutions, delivered against a high standard of quality assurance and quality control.

We are currently seeking an **Accounting Clerk** for an internal permanent position at our Paradise, NL office.

Duties:

Reporting to the Business Services Manager, this position will be responsible for the following:

- Daily reconciliation and posting of supplier and vendor invoices;
- Management and maintenance of accounts receivable and accounts payable (A/R, A/P);
- Preparation and submission of client invoicing and benefits reporting;
- Reconciliation of project purchase orders and supplier records;
- Corporate visa accounts reconciliation;
- Coordination of HR benefits and reporting, including Group Benefits, Payroll, Time/Expenses internally and with external payroll service provider / accountant;
- General reporting / ad-hoc financial support to the senior management team to ensure successful operation of daily business activities.

Qualifications / Experience

- Candidate should have 3 to 5 years work experience in any of the accounting functions mentioned above in an office, team based environment and must have proficiency with Microsoft Excel.
- Candidate should possess a post-secondary certification in a related field of study (Business Administration / Accounting).
- Experience with accounting databases and in the oil and gas industry is preferred.
- Strong organizational and time management skills with the ability to multitask and prioritize duties is required
- Proven ability to work with minimal supervision

Compensation:

Frontier Subsea offers a fast paced, flexible and dynamic working environment with competitive salary and industry leading benefits.

*If you are an energetic person interested in joining our team, please submit your application via e-mail to info@frontiersubsea.com before **Monday, August 15, 2022**. Frontier Subsea is an equal opportunity employer. We thank all applicants, but regretfully will only be contacting those selected for an interview.*