



Position Posting – Accounting Technician – Summer Placement

At Bravo Target Safety our priority is to get all workers home safely every day. It is our duty to conduct all our operations in a safe and professional manner with accountability to our employees, clients and other stakeholders. We provide safety coordination, project planning and trained safety personnel for turnaround, construction, drilling and day-to-day field operations.

Bravo Target Safety is looking for an Accounting Technician for our Calgary office. This role is a fixed-term position, supporting the Project Accounting group during our busy spring and summer turnaround season.

Reporting to the Project Accounting Supervisor, the Accounting Technician is directly responsible for performing data entry and related duties in calculation, preparation and issuance of invoices and account statements. This includes maintaining ledgers, credit balances, and resolving account irregularities. This position involves diplomatic interaction with customers to provide billing information and support in order to facilitate swift payment of invoices due to the organization. Other accounting support will be required will also be required, including Accounts Payable and General Ledger reconciliation duties.

Job Duties:

- Calculate, prepare and issue documents related to accounts such as bills, invoices, account statements and other financial statements
- Prepare period or cost statements or reports
- Respond to customer inquiries, maintain good customer relations and solve problems
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.
- Performs billing duties including preparation of billings; responsible for accurate and timely preparation of billing invoices.
- Maintain appropriate files and documents
- Recommend payment arrangements for unpaid customer balances.
- Perform basic billing collection and follow-up activities.
- Post and reconcile customer payments to general ledgers.
- Post billing data to profit/loss reports, balance sheets, income statements, and other documentation.
- Upload invoice information to electronic invoicing platform (Cortex, ADP, Ariba, etc)
- Review all credit balances, refunds, and adjustments, and apply adjustments and/or corrections to corporate billing records.
- Investigate collection problems and advise customers on corporate billing policies and procedures.
- Processing of Accounts Payable vouchers
- Investigate vendor statements for discrepancies, requesting supporting documentation as required
- Perform other duties, as assigned.

Requirements:

- University of College education in Accounting, Finance, or Business Administration
- 2+ years of billing, finance, or other related experience
- Strong customer service skills

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- Excellent time management and prioritization skills
- Communicate effectively verbally, and in writing.
- Strong working knowledge of Microsoft Office software suites, including Word, Excel and PowerPoint as well as Outlook and automated accounting software packages
- Knowledgeable of all applicable legislation and regulations involved in billing
- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Strong work ethic and positive team attitude.
- Ability to adapt to and learn new software
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts

This position will be Monday to Friday 8:00 am to 5:00 pm, with overtime as required based on business needs. We thank all applicants for applying; however, only those selected for an interview will be contacted. No phone calls please.