

## **What we do**

CIF Construction is a premium heavy civil contractor specializing in concrete and earthworks across Western Canada. We deliver high-quality infrastructure projects for the mining, energy, forestry, oil & gas, and transportation sectors. With our own diverse fleet of equipment, including portable batch plants, we self-perform a wide range of services such as survey, scaffold, concrete, formwork, reinforcement, and cellular concrete. We are experienced in working in remote locations and challenging conditions.

## **Position Summary**

We're looking for a Junior Accountant to help keep the finance team by maintaining accurate, timely financial records and helping keep day-to-day operations running smoothly. This role handles core accounting functions in a fast-paced industrial construction environment, with a focus on cost tracking, inventory control, and regulatory compliance. Working under the direction of the Controller, the Junior Accountant plays an important role in protecting financial accuracy and providing the information needed to support project and business decisions.

## **Key Responsibilities**

- Record and process journal entries for daily transactions, including sales, expenses, purchases, and other business activities
- Assist with monthly financial statements, general ledger entries, and account reconciliations
- Help analyze production costs, inventory valuation, and operational expenses
- Perform bank reconciliations and reconcile general ledger accounts to identify and resolve discrepancies
- Assist in month-end and year-end closing procedures, including preparing accruals, prepayments, adjustments, and supporting schedules
- Contribute to the preparation of financial statements and audit documentation
- Ensure adherence to accounting standards, tax regulations, and internal financial policies
- Generate reports and provide support for budgeting, forecasting, and variance analysis as needed
- Ensure accurate financial records and adherence to company policies
- Maintain strict confidentiality of sensitive financial and company information

## Qualifications

- Bachelor's degree in accounting, Finance, Business Administration, or related field
- Preference given to those pursuing or holding professional certifications (e.g., CPA, ACCA, CMA)
- Previous work experience in accounting or finance
- Experience in a construction or industrial environment is an asset

## Skills & Competencies

- Solid understanding of fundamental accounting principles, double-entry bookkeeping, and financial reporting
- Proficiency in accounting software (e.g., Spectrum, QuickBooks, , SAP, or Oracle)
- Advanced Microsoft Excel skills (pivot tables, VLOOKUP, formulas, and data analysis)
- Exceptional attention to detail and accuracy when handling large volumes of transactions
- High ethical standards and a strong commitment to confidentiality
- Excellent organizational and time-management skills
- Strong analytical, problem-solving, and decision-making abilities
- Customer-focused, professional, and collaborative communication style

This position is based in Prince George, BC, Monday to Friday, 7am to 4pm, at a rate between \$55,000 and \$70,000 per year commensurate on experience.

## Why Work at CIF

At CIF, employees benefit from a work-life balance with flexible time off and rewarding compensation that includes RSP contributions & competitive health benefits. We support a culture that prioritizes working safely to ensure everyone can enjoy days off with those most important to them. As an established company with over 30 years of success, CIF offers a stable and trusted workplace with low turnover, thanks to its dedicated team of long-standing employees.

If the role and what we offer is what you're looking for, please send your resume to [\*\*jobs@cifcon.com\*\*](mailto:jobs@cifcon.com)