



Climate Smart Services is an ecosystem management and commodity marketing firm. We offer full assessment, planning, marketing services, ecosystem management, and specific consulting and service delivery tailored to unique components in each client's diverse ecosystem needs.

We are currently seeking a full-time Bookkeeper to execute daily full cycle accounting operations.

Under the supervision of the Financial Controller, the duties and responsibilities of the Bookkeeper include, but are not limited to, the following:

- Reviews and/or processes billing/invoicing and enters data into the accounting databases;
- Manages supplier and customer cards;
- Prepares weekly supplier payment runs and remittances;
- Submits cash applications to the vouchers/invoices;
- Researches and resolves accounts receivable issues;
- Completes bank and credit card reconciliations;
- Collects, records, and posts payroll hours in Ceridian and QuickBooks;
- Manages spreadsheets to collect field data used to support billings and verify expenses;
- Analyzes records of financial transactions to determine accuracy and completeness of entries within a project accounting basis;
- Analyzes accounting variances and prepares variance explanation reports;
- Creates month-end accounting entries and reconciles discrepancies; posts to general ledger and reviews variances to budget; and
- Provides monthly reconciliations and ad-hoc reporting.

The successful candidate will possess the following qualifications:

- Certificate or diploma in Accounting, Finance, or a related field (equivalent training, education, and experience will be considered);
- Minimum Two (2) years of relevant accounting experience;
- Experience in accounting within a construction or project environment is an asset;
- Strong problem solving, analytical and quantitative skills; and
- Proficient in MS Office Suite applications and QuickBooks.
- Ability to design and produce various ad-hoc reports using MS Excel is an asset.

The position offers a competitive employment package and compensation commensurate with experience in a friendly and collaborative work environment. Climate Smart Services operates within a hybrid work model, allowing for both at-home/remote work and in-office work, with its main office located in Prince Albert, SK.

Kindly forward your resume and cover letter via email to recruitment@e2rsolutions.com

Climate Smart Services is strongly committed to Diversity, Equity and Inclusion and champions creating a healthy, accessible, and rewarding work environment which highlights employees' unique contributions to our company's success.



We welcome applications from all, including equity-deserving groups such as Indigenous peoples and visible minorities, to help us build a diverse workforce which reflects the diversity of our customers, and communities, in which we live and serve. For those with disabilities, reasonable accommodations can be provided at any stage of the interview process upon request.

Climate Smart Services thanks all candidates for their interest; however only those selected to continue in the process will be contacted.

For more information, check us out online at climatesmartservices.ca