



FINANCIAL ACCOUNTING CLERK

About LGL Limited

Founded in 1971, LGL Limited is an employee-owned environmental research and consulting firm serving clients in Canada and the USA. LGL's client base spans industry, government, Indigenous groups, public corporations, academia, and non-governmental organizations.

About the Role

Reporting to a Group Manager and working closely with the accounting team, the Financial Accounting Clerk will provide service and support in the areas of accounts payable, accounts receivable, payroll, reconciliations, expense management, and other accounting-related duties.

This is a full-time position (37.5 hours per week; Monday–Friday) based in our Sidney, BC, office.

What You Will Be Doing

- Working closely and cooperatively with the Accounts Payable and Accounts Receivable staff
- Expense claim processing and verification
- Accounts payable processing and cheque runs
- Managing bank deposits
- Bank statement and credit card reconciliation
- Project budget tracking
- Generating/proofing and issuing invoices
- Sending statements
- Recording transactions
- Monitoring accounts and following-up on overdue payments
- Maintaining customer records
- Generating reports on accounts receivable aging, cash flow, or other relevant financial metrics for management review
- Assisting with month-end and year-end close
- Responding to a variety of inquiries from the CFO, Financial Controller, senior management, and project managers
- Performing additional administrative office duties as required and as compatible with the position

What You Will Bring

- Minimum 5 years accounts receivable experience in a project-based accounting environment (we use Deltek VantagePoint)
- An accounting degree or diploma preferred, or a combination of education, training, and/or experience will be considered
- Excellent organizational, interpersonal, and communication skills
- Ability to independently plan, prioritize and coordinate a diverse set of activities to consistently meet targets in an environment that includes changing priorities, tight deadlines, and frequent interruptions
- Intermediate knowledge of Microsoft Excel and Word and a general working knowledge of computer systems and accounting applications



What We Will Provide

- Competitive wage (annual salary range estimated at \$50,000–\$55,000 depending on qualifications and experience)
- Extended benefits package
- A comfortable and fully equipped office space
- Free parking (as available)
- Career growth through mentorship, structured and informal professional development, and peer relationships
- An inclusive and respectful workplace

Additional Requirements

- Eligibility to work in Canada
- A cover letter with three professional references and contact details for each

Application Information:

If this dynamic opportunity within a growing organization sounds like a great fit for you, [please apply with your resume and cover letter](#). This posting will be open until April 17th, 2024, but review of resumes will start immediately so please don't hesitate to apply!

If you need any accommodation in the recruitment process, please contact kimberley@engagedhr.com.

We look forward to connecting with you!