

### ACCOUNTING ADMINISTRATOR

**Republic** is not your average design firm. Driven by the journey, we utilize an explorative process that connects all the right people around the table. Our desire to produce thoughtful projects that engage is at the heart of everything we do.

If you've met our team, visited our studio, or checked out our social media posts, you know we take a unique approach to everything we do. Dedicated to elevating and maintaining the health and wellbeing of our team, the studio is decked out with fitness equipment, the kitchen is stocked with healthy snacks, and work areas range from cozy café style lounge spaces to ergonomically friendly sit/stand desks. These are just a few of the things that make us different. There's also our annual retreat, monthly team social events, and so much more.

We are looking to add an **Accounting Administrator** to be part of our growing team. Reporting to the Project Accounting Lead, this position will require accuracy, attention to detail, and the ability to meet tight deadlines. This role includes:

- Assisting with accounts payable and accounts receivable
- Assisting with gathering, tracking project expenditures and budgets
- Coordinating with team leads and project managers to review critical timelines
- Identifying scheduling issues in advance and work to resolve them
- Preparing and submitting reports as required
- Assisting with reconciliations
- Posting and processing journal entries
- Other duties as assigned

#### Qualifications:

- Minimum 1-2 years' experience
- Successful completion of a relevant accounting program or equivalent combination of education and experience
- Strong organizational skills with the ability to effectively prioritize and manage multiple deadlines
- Good understanding of accounting and financial reporting principles and practices
- Experience entering data with accuracy and attention to detail
- Ability to work cooperatively and constructively in a team environment
- Experience working with sensitive documentation and confidential information
- Experience exercising initiative and sound judgment while working independently under minimal supervision
- Proficient user in QuickBooks, MS Office including Outlook, Word, Excel
- Previous experience in the construction industry considered an asset

Tell us why you're our next Accounting Administrator. Send your resume to [careers@republicarchitecture.ca](mailto:careers@republicarchitecture.ca)