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CAREER OPPORTUNITY

The National Battlefields Commission (NBC) is an agency of the Canadian government. Since 1908, it has worked to preserve and develop the Battlefields Park, a choice location that brings people together in Quebec City. It notably includes the Plains of Abraham and Des Braves Park. As guardians of a historic urban park with a rich and unique heritage, NBC staff are striving to make it welcoming, inspiring, and inclusive.

The NBC wishes to fill a position in its Department of Finance. Do you love figures? Can you plan, organize, and set priorities? Are you able to learn and use new software packages? Do you wish to make a real contribution to a team? If so, this job is meant for you!

ACCOUNTING COORDINATOR

Under the authority of the finance department, the Accounting Coordinator has the mission of supporting the departmental team to ensure compliance with accounting-related laws, policies, and standards. This role will provide administrative support for accounting cycle deadlines. The Coordinator prepares period-end financial reports, manages account entries, and keeps track of invoices. Candidates will have to show a combination of skills and aptitudes.

MAIN ACTIVITIES:

- Supporting the Department of Finance team, notably in financial management, purchasing, and supply
- Tracking invoices and accounts receivable
- Coordinating the deposit-making process
- Reconciling parking reports, organized activity reports, and visitor reports
- Following up and verifying salary data
- Recording salary journal entries
- Keeping financial data up to date and following up when appropriate
- Working with the Assistant Director to coordinate closing of the different accounting cycles
- Undertaking account analysis for the auditors
- Helping the Assistant Director of Finance produce financial reports
- Taking part in closing the monthly, quarterly, and annual accounts
- Producing financial reports for NBC operations, in compliance with current laws and policies
- Understanding the financial system and proposing improvements
- Helping gather information for parliamentary questions
- Issuing invoices for events, for holders of parking permits, for tenants, and for others
- Working with different departments to facilitate communication with them for follow-ups
- Helping ensure invoice payment
- Participating in the annual audit.

QUALIFICATIONS:

- Junior college degree (DEC) in accounting, or an equivalent combination of relevant education and experience
- Excellent computer skills, proficiency in MS Office Suite, and ability to use various software packages
- Keen interest in accounting
- Good ability to manage stress and priorities
- Highly developed organizational skills
- Collaborative approach and interpersonal skills
- Positive and communicative attitude
- Curiosity, versatility, integrity, discretion, rigour, good judgment, attention to detail
- Organized, mindful person
- Experience in the federal government (a definite asset).

CONDITIONS OF EMPLOYMENT:

- Permanent position, 37.5 hours a week
- Monday to Friday schedule, possibility of telework a few days a week
- Pay scale from \$61,786 to \$69,106 a year
- Health and dental insurance plans and pension fund
- Vacation
- Free parking
- Start as soon as possible.

HOW TO APPLY:

Email your career résumé with a cover letter to: rh@ccbn-nbc.gc.ca. Please state the job title in the subject line of your email message. You have until September 13, 2024 to submit your application. Only those applicants we select will be contacted for an interview.

www.ccbn-nbc.gc.ca

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate on your application if you belong to one of the groups designated by the Employment Equity Act: Indigenous persons, members of a visible minority, persons with disabilities, or women.