

## Accounting Coordinator

Engineering Link  
Toronto, ON

**Engineering Link** is growing its team!

We are looking for an **Accounting Coordinator** to support our accounting department in this dynamic, diverse and rewarding role. This is a perfect opportunity for an individual looking to build their career with a growing building envelope and structural engineering firm in downtown Toronto.

The ideal candidate is energetic, self-motivated, and enjoys working in a fast-paced environment. This role requires an individual with a strong technical background, who is extremely organized, and highly attentive to detail in all aspects of their work.

As this role is front facing with staff, it is required the Accounting Coordinator be in office a minimum of 4 days per week to build relationships, enhance office culture, and ensure the engineering teams have cohesion.

Engineering Link proudly offers an open, collaborative work environment and is involved in a variety of commercial, institutional, recreational, and residential projects across Canada. Engineering Link is focused on offering building envelope and structural engineering services as they relate to the science of the built environment.

### Required skills, responsibilities, and qualifications:

#### Skills

- Adaptable: can pivot to meet project and client needs and is able to focus on multiple projects at one time.
- Entrepreneurial: ambitious, client-focused, and delivers quality work.
- Proactive: takes initiative, analytical, innovative, and is a natural problem solver.
- Team-player who can build positive relationships with colleagues and clients, and acts as an ambassador for Engineering Link outside of our organization.
- Excellent communication skills both verbal and written; including technical writing.
- Excellent organizational skills with the ability to manage complex situations with multiple stakeholders.
- A motivated self-starter with a demonstrated ability to work independently, as well as within a team environment.

#### Responsibilities

- Manage project setup in the system, including opening projects, updating status, closing, and archiving project files.
- Follow up with clients to obtain purchase order (PO) numbers required for invoicing.
- Prepare and issue AR invoices and distribute them to the appropriate client contacts.
- Upload invoices to client portals and monitor payment status.
- Revise invoices as requested by clients or project managers to ensure timely payments.



- Proactively follow up with clients regarding outstanding invoices to ensure timely collection.
- Maintain accurate records of collection activities and client communications in the system.
- Meet with project managers monthly to review outstanding invoices, collection actions, and payment status.
- Receive, scan, and save client cheques.
- Process Remote Deposit Capture (RDC) deposits.
- Maintain organized AP and AR backup documentation.
- Assist the Controller and Partners with month-end reporting and accounts receivable reconciliation.
- Perform credit card reconciliations as required.
- Perform other administrative and accounting duties as required.

### **Qualifications**

- 3-5 years' experience in an accounting role is compulsory.
- Collections experience is critical to this role.
- Post-secondary education in accounting or equivalent work-related experience.
- Strong computer skills, specifically: MS Office, Outlook, and accounting and time sheet software (experience with **Ajera** or **Deltek Vantagepoint** is an asset).
- Highly detail-orientated and organized.
- Ability to meet assigned deadlines.
- Excellent communication skills with a positive attitude.
- Ability to multi-task and prioritize daily duties.
- Work experience with engineering consulting, architecture, or relevant industry is desired.

### **A resume is required when applying.**

Engineering Link is committed to promoting diversity and employment equity.

Applicants requiring accommodation at any stage in the recruitment process can contact Human Resources.

We thank you for your interest in our firm.

**Please note that only those candidates selected for the next step in the recruitment process will be contacted by Human Resources.**