



DesignPoint is a professional engineering and surveying firm specializing in municipal/civil projects including infrastructure master planning, land development, municipal infrastructure, hydrologic and hydraulic modelling, flood studies, transportation design, structural design, geotechnical investigations and testing services, and legal and topographical surveys, as well as specialized surveying.

DesignPoint is looking for a **Financial Administrator** to work at our Bedford office. The successful candidate will perform financial, administrative, and clerical duties related to the efficient maintenance and processing of accounts payable and accounts receivable transactions.

Key responsibilities may include:

- Process accounts and incoming payments in compliance with financial policies and procedures;
- Perform day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables data;
- Prepare bills, invoices, and bank deposits;
- Verify discrepancies and resolve clients billing issues;
- Facilitate payment invoices due by sending bill reminders and contacting clients;
- Generate reports detailing accounts receivable and accounts payable status;
- Reconcile accounts payable transactions;
- Monitor accounts payable to ensure payments are up to date;
- Maintain vendor and client files;
- Correspond with vendors and clients and respond to inquiries;
- Assist with month end closing; and
- Maintain confidentiality of organizational information.

Key requirements include:

- A minimum of 3+ years' related experience is an asset;
- Completion of a Business Administration program specializing in Accounting from an accredited post-secondary institution or equivalent experience in a similar role;
- Experience working in the financial group of an engineering firm is an asset;
- Knowledge of general accounting procedures, software, and in operating spreadsheets;
- Knowledge of accounts payable;
- Proficient use of MS Office;
- Ability to self-initiate and problem solve;
- Ability to organize and prioritize;
- Ability to meet deadlines;
- Attention to detail and accuracy;
- Strong written and oral communication (English) skills;
- Ability to work in a team environment; and
- Valid driver's license.

Key Benefits:

- Close working relationship with the Financial Controller of the firm;
- Respectful and collaborative work environment;
- Ability to grow and develop with a small local firm;
- Career and personal development opportunities;
- Competitive benefits and remuneration packages.

Please email your resume to Alicia Crossland at alicia.crossland@designpoint.ca.