



**Are you looking for a rewarding and exciting opportunity to make a difference with a great organization? Look no further!**

### Company Overview

As we move through a period of exciting transformation and organizational change, Professional Engineers Ontario (PEO) has an immediate opening for an **Accounting Administrator**.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 license and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

### Position Summary

Reporting to the Controller, the Accounting Administrator provides support to the Finance Department for general accounting duties including but not limited to assisting with the procurement processes, reporting, coordination and preparation of meetings, and liaising with the department's internal and external stakeholders.

### Duties & Responsibilities

- Support Finance/Accounting operations and reporting.
- Assist Procurement Manager in completing and coordinating tasks related to procurement function. Tasks include but are not limited to:
  - Preparing Purchase Order (PO) and verifying alignment with departmental financials & budget.
  - Ensuring that contract database is up to date.
  - Assisting with RFP (Request for Proposal) process.
  - Updating PO status through procurement lifecycle
  - Coordinating PO review and approval workflow in compliance with the Procurement Policy
- Coordinate and prepare internal and external meetings.
- Assists in month-end accounting close functions, including journal entries and account reconciliations.
- Provide administrative assistance to the Finance Department, including record filing, systems' data update, and other required administrative duties.
- Participate in preparation and completion of follow-up activities associated to the external audits; and perform other duties as assigned.



### Specialized Skills and Knowledge

Skills and qualifications for success include:

- Post-secondary education in accounting, finance, business administration, or a related field
- 3+ years of work experience in accounts receivable, payable, and general accounting duties
- Excellent interpersonal, written, and verbal communication skills with the ability to engage and build collaborative relationships with a diverse group of people.
- Result-oriented; proven ability to work under tight deadlines with competing priorities.
- Biased for action; take proactive approach in resolving issues and delivering outcome.
- Strong analytical skills with demonstrating experience in analyzing high volume of numerical and processing large number of procurement documents.
- Advanced knowledge of Microsoft Office Suite.

### Working Conditions

To ensure the health and safety of our employees and visitors, all employees must be fully vaccinated against Covid-19 if their role requires in-person and/or on-site participation at our premises. This role is a hybrid role and will require in-person attendance. In these times, we rely on a balance of on-site and virtual team meetings and management practices to support both performance and collaboration.

### **How to Apply:**

If you are interested in this role, please forward your resume and cover letter (including salary expectations) to Human Resources at [peocareers@peo.on.ca](mailto:peocareers@peo.on.ca) by **April 3, 2023**.

*PEO values diversity and is an equal opportunity employer. PEO is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.*

*We thank all applicants in advance for your interest in our organization and advise that only those candidates selected will be contacted.*