

Invoicing Clerk

Corporate Services Division, Paterson Group Inc. – Ottawa, ON

Paterson Group, one of Canada's oldest geotechnical engineering consulting firms, is recognized for expertise in geotechnical engineering, environmental engineering, hydrogeology, materials testing, noise, and vibration studies, structural engineering and building science engineering. Customer service is our first priority. We provide professional services based on technological expertise, interactive project management, a wealth of local knowledge, and creative solutions.

Paterson Group's client base includes major developers, building owners, property management firms, condominium properties, and many other public and private housing and commercial building groups.

The Corporate Services Division in Ottawa has an immediate opening for a full-time Invoicing Clerk with three to five years of relevant experience. We are looking for the best and the brightest candidate to fill this role; the reward is a competitive salary (reviewed annually) and benefits package. We also offer a corporate RRSP plan with contributions matching by Paterson Group, comprehensive group employee benefits, including extended health care, an employee assistance program, several extracurricular social events throughout the year, along with several other perks.

As an integral member of the Finance Team, the Invoicing Clerk will assist with the preparation of a high volume of invoices. The ideal candidate is a self-starter, detail oriented, honest, hardworking individual, with the ability to multi-task. The candidate should also be a great team player who thrives on continuous improvement and embraces change in their everyday approach with their work.

The ideal candidate for this dynamic and challenging role should be capable of the following:

- Ensure financial records are maintained in compliance with accepted policies and procedures;
- Validate and process large volume of invoices for payment;
- Prepare and maintain budgets for multiple projects;
- Resolve invoicing discrepancies and irregularities;
- Maintain financial databases;
- Liaise with managerial staff, colleagues and clients;

Qualifications

- A minimum of 3 to 5 years experience within the Private Sector;
- Advanced working knowledge of Excel and strong database skills;
- Adagio Accounting Software and/or Deltek software experience an asset;
- Strong attention to detail and a high degree of accuracy;
- Proven prioritization, time management and project management skills;
- Effective written and interpersonal communication skills;
- Ability to stay productive under minimal supervision;
- Ability to work accurately under pressure.

Start date: ASAP (negotiable)

Benefits

- Opportunity for a rewarding career at a highly successful consulting firm.
- Competitive compensation package.
- Group RRSP offered after 3 months of employment. The company will match the employees' contributions up to 5%.
- Group Insurance coverage for medical, dental, life insurance, long and short-term disability. Eligibility upon completion of three (3) months of employment. Individual costs for each plan member are shared equally by the employee and the company.
- Welcoming and supportive work environment with numerous social events including staff lunches, team BBQs, Family picnics, Holiday party and so much more.

Pay Range: 55K to 60K – salary is commensurate with education and experience

Additional pay:

- Overtime pay

Benefits:

- Company events
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- RRSP match
- Vision care

Schedule:

- Monday to Friday
- Weekends as needed

Work Location: In person

How to apply:

If you are passionate and eager to contribute to a company that values innovation and excellence, we encourage you to apply. Candidates can apply by sending their resume to hr@patersongroup.ca. We appreciate the interest and efforts of all applicants; however, only those short-listed as candidates will be contacted.

Paterson Group Inc welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

For more information on our company, please visit: <https://patersongroup.ca/>

Disclaimer:

This posting is for a new vacancy. Our hiring process does not involve the use of artificial intelligence to screen, assess, or select applicants.