



## VOLKER STEVIN POSITION PROFILE

<b>Position:</b>	<b>Senior Accountant</b>	<b>Status:</b>	Temporary Full-Time - Salary
<b>Company:</b>	Mainline Construction (2014) Ltd.	<b>Location:</b>	Grande Prairie
<b>Division:</b>	Accounting and Finance	<b>Supervisor:</b>	Controller

**Volker Stevin Canada and its subsidiaries** across **Western Canada** are dedicated to providing the highest level of quality services in the areas of: construction, project management, highway maintenance, civil works and bridge construction, maintenance and rehabilitation expertise, and asphalt/aggregate plants and pits.

In anticipation of our client’s needs, we strive to build and maintain long term relationships based on safety, quality, value, trust, and timely service. In addition to upholding professionalism, integrity, honesty, and fairness in our relationships with our clients, professional associates, subcontractors, and suppliers we ensure the longevity of the Company while sustaining growth and profitability.

Holding a moral obligation to a safe, environmentally responsible work environment we model safety excellence as our way of life – where individual professional growth is the foundation for company growth. Our culture of building and maintaining successful partnerships instills confidence in achieving both employee and client goals.

### Position Rationale

Reporting to a Controller at Mainline Construction (2014) Ltd, a Senior Accountant is a key support in reporting financial results and leading finance and accounting functions of **Mainline Construction (2014) Ltd.** as well as coordinating its integration with the parent company standard business processes and reporting.

- ✓ Providing accounting knowledge and leadership skills within an entrepreneurial fast-paced office and operations environment, a Senior Accountant will assist a Controller to ensure alignment of accounting and reporting processes within the context of the company and accounting standards and policies, while maintaining financial insight and analytical value to the local management.
- ✓ Through the successful support of applied continuous improvement experience, lead and control the company’s financial affairs management to maximize the return to its shareholders.

### Position Accountabilities

#### Financial Acumen:

- Demonstrate a solid knowledge of an ERP system (experience participating in the implementation of one is an asset).
- Achieve results through relationship building, confidence building, trustworthiness, dedication and pragmatic approach to financial requirements.



- Maintain a high level of expertise on all aspects of the ERP and Financial systems, managing change around new processes to ensure they are working as planned and report/correct any deviations.
- Maintain a high level of communication with the Project Management, Operations and Accounting teams (including the Parent Company accounting team) on all relevant matters.
- Practice diplomacy, discretion and the utmost confidentiality on all internal issues.
- Model a professional image and demeanor with internal and external customers.

**Customer Service:**

- Demonstrate a solid understanding of the internal and external customers of the Volker Stevin Group of Companies, and specifically Mainline Construction (2014) Ltd.
- Represent Mainline Construction (2014) Ltd. in a professional, helpful and confidential demeanor at all times.
- Demonstrate a “can do”, problem-solving approach to all inquiries and concerns.
- Ensure vendor issues and requests are addressed in a timely manner.
- Know when to escalate an issue to senior management. Respond to all internal inquiries within the company.
- Achieve maximum efficiency and accuracy of processes (continuous improvement).
- Assist in identifying and implementing opportunities for improvement in the processes.
- Be timely in responses and reporting.

**Financial and Accounting Duties:**

- Perform reconciliation of all balance sheet accounts on a monthly basis, including the reconciliation of subsidiary ledgers to the general ledger.
- Prepare monthly entries and working papers for submission to the Corporate group.
- Prepare financial information for quarterly reports.
- Work closely with a Controller to ensure all external audit critical information is available.
- Oversee the accounts receivable, cash receipts, accounts payable functions and assist in any coverage necessary within those functions.
- Maintain manuals documenting accounting procedures and policies including database and other financial processes.
- Prepare working papers and excel spreadsheets to facilitate the preparation of quarterly and yearly departmental budgets and forecasting.
- Conduct collection and analysis of historical data to be used in the budget process.
- Assist in month-end analysis and summarizing account information.
- Maintain financial security by researching and reconciling discrepancies, auditing and verifying documents, and following internal controls.
- Accomplish tasks on time and contribute to the team by taking on special projects as needed.
- Support other Volker Stevin subsidiaries when required.
- Other duties as requested by the Controller, GM, or Volker Stevin Canada CFO.

**Safety:**



- Actively engage in Volker Stevin Canada’s safety culture.
- Engage senior management on an ongoing basis regarding safety activities and successes.
- Remain visibly committed to the safety excellence way of life by:
  - Participating in all relevant safety training.
  - Attending the minimum established safety meeting as an “office” employee.
  - Including safety questions in your regular conversations.



**Position Requirements**

**Qualifications & Experience:**

- Bachelor’s degree in Finance, Accounting or related field, or equivalent experience.
- Minimum 2 years of experience in the accounting field.
- At least a year of daily working experience in a complex ERP financial environment (Vista by Viewpoint, Microsoft D365 would be considered an asset).
- Excellence in organizational, interpersonal, relationship and communication skills.
- Experience in the heavy construction industry with a focus on project equipment and labour costing is an asset.
- High proficiency in Microsoft Office (Excel, Word, PowerPoint, Teams).