



JOB OPPORTUNITY

Project Finances Clerk

JOB ID: OVHHire6
STATUS: Permanent, Full-time
LOCATION: Peterborough, Kingston, Barrie or Oshawa, Ontario

Cambium is a successful consulting and engineering company built on quality people doing quality work in a rewarding environment. It's our team that makes us unique.

And...our team is growing! We are currently seeking a **Project Finances Clerk** to join our team. The Project Finances Clerk is directly responsible for performing all duties related to the set-up of projects, preparation of invoices and processing of employee expense claims. This includes assisting Project Leads with the review and creation of invoices, related charges and compiling back-up in preparation of invoices to be distributed by the AR Clerk. An aptitude for computerized information systems and the wiliness to learn and develop a deep understanding of Ajera. Other duties include computing costs and calculating rates for goods and services; posting data; and keeping other relevant records. This position involves diplomatic internal interactions to provide billing information and support to minimize Work in Progress (WIP) and expedite invoice preparation.

JOB DUTIES

- Monitor Work in Progress (WIP) and advise Project Leads
- Work closely with Project Leads to ensure invoicing is prepared promptly and accurately
- Compile data, validate fees and charges, and facilitate invoice preparation for billing
- Ensure complete and accurate project set-up in enterprise resource planning software (Deltek - Ajera)
- Create custom reports to meet both internal and external requests
- Compile data from project vendor invoices and supporting documents/systems to verify accuracy of billing data and to ensure services rendered
- Develop a deep understanding of Cambium's financial and project management software.
- Preparation and review of performance reports for ongoing monitoring and support of external services
- Ensure strict confidentiality and privacy of financial records as they relate to the organization and its business partners
- Review and approval of employee expense claims per internal policies
- Travel and overtime may be required
- Other tasks as assigned

QUALIFICATIONS

- Post-secondary education in an accounting or business program or equivalent relevant experience
- 2+ years working as a member of a finance team and a working knowledge of the full accounting cycle
- Excellent computer skills, including MS Word and Excel.
- Experience with Deltek - Ajera considered an asset.
- Excellent command of the English language, both written and oral
- Attention to detail with a strong mathematical aptitude and critical thinking skills
- Interpersonal and customer service skills
- Good organizational, time management and prioritizing skills



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- Valid driver's license required
- The successful candidate will demonstrate excellent communication skills with fluency (reading, writing and oral) in English.

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

If you are interested, we invite you to send us some information to help us understand whether you are the right fit for this role and our team. Kindly forward your documents, in electronic format only, to hr@cambium-inc.com.

WHY CAMBIUM?

Our team is different. From camping trips and movie nights to company ball-hockey tournaments in the parking lot, our team likes to have a good time together.

Our team is hard-working. You'll need to be flexible and able to switch priorities frequently. Sometimes the days are long. But you are always compensated for your efforts, including a minimum 3 weeks of vacation for new, full-time team members.

Our team is proud. Flexible scheduling. Donating a portion of our net income each year to local causes and events. Winning awards. You'll find it easy to feel good about Cambium.

If you want to read about a few of the benefits of working for Cambium, check out our Careers page: <http://cambium-inc.com/about/careers>.