

# Junior Accountant

This is your opportunity to be part of a vibrant and growing innovation leader. RPC is a research and technology organization (RTO), with the core mission to harness science and technology in the service of innovation, and to build economic competitiveness. We are in the business of science and engineering excellence.

People are the key to our success; to be the best, we need the best. We strive to be an employer of choice.

RPC has an opening for a **Junior Accountant** located in our Fredericton office. The is will be a 16-18 month assignment to cover a maternity Leave. Reporting to the Controller, the Junior Accountant will assist in all aspects of the accounting cycle and provide excellent customer service to our internal clients. Duties will include month end preparation, fixed asset accounting, HST submissions, oversight of AR and AP activities, support of accounting team, job accounting and more.

## QUALIFICATIONS

- Post secondary education in Business, Accounting, Finance and/or equivalent experience. An Accounting designation would be an asset.
- Excellent organization and communication skills
- Proficiency with Office 365, specifically Excel (pivot tables and vlookups). Familiarity with Dynamics Business Central would be an asset.
- “Roll up your sleeves” approach to resolving issues and supporting the business.
- Strong analytical skills, customer service orientation, and problem-solving aptitude.
- Able to work independently and as part of the team.

Hours are Monday to Friday 8:15 - 4:30 for the period of the contract. Compensation will be commensurate with education and experience. Benefits will include paid time off, health and dental benefits and Wellness Rebate Program. For more information about RPC, visit our website at [www.rpc.ca](http://www.rpc.ca).

To apply, please forward a covering letter, and résumé to [careers@rpc.ca](mailto:careers@rpc.ca) using reference number **#ADMINJA0420** on or before **April 3, 2020**.

*Review of applications **will begin as soon as possible** and will proceed until a suitable candidate is identified. Only those applicants chosen for an interview will be contacted.*

*RPC is committed to the principle of employment equity.*

