

Finance Coordinator – Vancouver

Bunt & Associates is reputable Canadian transportation planning and traffic engineering consultancy, with 5 offices spanning Western Canada. Our purpose to achieve successful outcomes through positive connections.

We work with a variety of clients – municipalities, developers and other stakeholders to provide enterprising solutions to transportation planning and traffic engineering problems.

Our strength is our people. We pride ourselves on providing a positive and supportive working environment that is inclusive and learning-focused, recognizing individual talents and interests. We look for ways to meaningfully connect – to learn, to have fun and to collaborate.

Job Description

We are seeking a **permanent full-time Finance Coordinator** to join our amazing administration team, based out of our Vancouver (preferred) or Calgary office. We will be sorry to see one of our own retire later this year, so we're starting early to find the right person.

Reporting dually to the Administration Manager and Bunt's Controller, the Finance Coordinator plays a leading role in our invoice and collections process. Working closely with a growing team of Project Managers, they will ensure our invoicing and collections processes work smoothly and seamlessly within our accounting and business systems.

This position is very much part of a geographically dispersed team, so strong communication file management and documentation skills are a must.

Primary duties and responsibilities include:

- Setting up and closing projects, including accurate documentation and rate assignments within our billing system;
- Act as a point of escalation for project administrative issues for staff and clients;
- Work effectively with a variety of project managers and senior management to ensure the invoicing and collections function align to project, consultant and client needs;
- Manage client portal and follow up appropriately with clients as per Bunt process;
- Managing billing and payment information within our systems;
- Act as a billing liaison for clients and project managers as required;
- Review project documentation as needed;
- Perform a variety of accounting-related tasks including but not limited to preparing reconciliations, filing, etc.
- Support a variety of other administrative, finance, human resources and office culture initiatives;
- Effectively communicating, written and oral, with Bunt staff and external stakeholders

Qualifications & Experience

We will recognize a combination of formal training and experience:

- Completion of preparatory education which could include any of:
 - Certificate or Diploma (or greater) in bookkeeping or accounting.
 - Certification or diploma in project management.
 - Diploma or degree in business administration or finance
- 3 - 5 years' invoicing and/or receivables function leadership in a professional services firm including collections management.
- A minimum of two years' experience using an integrated accounting and project management software tool, demonstrating strong competence.
- Advanced level competency with MS Office Suite, particularly Excel, Word, Outlook and PowerPoint.
- Understanding and experience with taxation elements applicable to this role and in the regions we operate from.
- Experience in client/stakeholder follow up steps related to collections management.
- Experience or certification with Canadian payroll advantageous.
- Office, IT and administration experience preferred.

The successful applicant will also be able to demonstrate the following personal competencies:

- Ability to work independently and collaboratively and harmoniously within a team
- Ability to manage competing tasks through effective time management and task prioritization
- Personable with intrinsic initiative
- An aptitude for business and numbers
- Excellent attention to detail

Compensation: (\$67,500 - \$72,500)

We offer a competitive salary, a positive and flexible work environment, and an excellent benefits package. Specific salaries are commensurate with experience level, qualifications, and skills of the applicant.

How to Apply: If you meet the qualifications above, we'd love to hear from you. Please send your application to careers@bunteng.com, referencing 'Finance Coordinator' in the subject line.