



Intermediate Accountant

Established in 1989, Terlin has become a leader and innovator in full-service general contracting and project management for retail, commercial, infrastructure security, and institutional clients. Distinguished by their end-to-end approach and unparalleled reputation for quality and reliability, Terlin's state-of-the-art facility houses their custom millwork shop which provides an exclusive focus on the specialized needs of their clients. From design through construction and service, Terlin handles every aspect of construction and delivers outstanding and consistent results.

The Terlin Team is a talented and driven group of experts, trades-people, designers, and project managers. In addition to their skilled partners and sub-trades, Terlin's complete team is made up of close to 200 dedicated individuals – each committed to making customer service and satisfaction their highest priorities. **And they are always looking for great people to join their team!**

The Opportunity

Terlin is currently searching for a full-time, experienced, and dynamic **Intermediate Accountant** to join their company. The environment is fast-paced and growth-oriented – ideally suited for individuals who like to take charge and are driven to build on current successes.

Responsibilities

The Intermediate Accountant is an integral member of the Finance team – highly efficient and detail-oriented with demonstrated experience in the construction industry. This role is ideal for someone who thrives in a fast-paced environment, is technologically savvy, and has a proven track record of managing collections and client payment portals. The successful candidate will ensure the timely and accurate processing of incoming payments and play a key role in maintaining strong cash flow and customer relationships.

Specifically, the Intermediate Accountant will be responsible for:

Full-Cycle Accounts Receivable

- Collaborate closely with Project Managers to prepare and submit progress billings (invoices) to clients.
- Ensure invoice packages include all required documentation (progress billing, certificate of insurance, WSIB, etc.).
- Manage client invoicing portals and proactively monitor all communications and updates shared on these platforms.
- Enter invoices in QuickBooks. Upload invoices to client portals and track their progress to ensure timely follow-up and resolution.
- Conduct timely and professional follow-ups on outstanding invoices through calls and emails – ensuring all follow-ups are well documented.
- Manage and issue statutory declarations, lien waivers, and other compliance documents as required.
- Reconcile client accounts regularly.
- Record payments received in both Procore and QuickBooks.
- Maintain organized and accurate filing of all source documents.
- Provide weekly, informed updates to management on all outstanding AR balances.

Credit Card Management (Corporate Visas)

- Manage the administration of corporate Visa cards not limited to ordering, monitoring, and cancellation.
- Accurately and promptly enter all credit card expenses into QuickBooks each month after they have been processed and submitted with receipts by the administrative coordinator.
- Reconcile credit card transactions to their corresponding statements monthly.
- Monitor credit card limit balances and arrange for payment before due dates if applicable.
- Update monthly payments once credit card balances are paid.
- Submit monthly credit card statements and receipts to management for review before filing.
- File all receipts and statements in the designated locations with accuracy and consistency.

Bank Account Management

- Maintain strong, professional relationships with Terlin's banking partners.
- Deposit cheques via mobile banking or in person as necessary and maintain accurate records.
- Communicate with the bank to address and resolve any issues promptly.
- Keep management informed of any challenges related to banking activities.
- Create and maintain vendor payment profiles.
- On a daily basis, monitor and record all bank transactions that are not processed in QuickBooks – this includes international payments, loan payments, service charges, dividends, cash draws from the line of credit.
- Set up new monthly lease/loan payments.

Reconciliation

- On daily basis, accurately reconcile bank accounts – including accounts receivable ledger balances – on a regular basis.

Intercompany Transactions

- Ensure timely and precise recording of transactions related to all holding companies.
- Manage banking activities for all holding companies.
- Perform reconciliations to ensure accurate intercompany transaction reporting.
- Complete monthly, quarterly, and yearly reconciliation of all bank accounts in QuickBooks.

Payroll

- Create and enter bi-weekly payroll journal entries.
- Ensure all payroll-related items are accurately recorded in the system.

Rents Management

- Issue monthly tenant rent billings and apply collections.
- Monitor rents rolls and leases for any changes and ensure correct amounts are paid by tenants.

Other Duties

- Participate in month-end closing processes to ensure timely reporting.

- Provide coverage for team members during absences.
- Assist with general accounting and administrative responsibilities as needed.

The successful candidate is a self-starter who possesses excellent communication skills, is extremely organized, detail-oriented, has a positive attitude, and a strong collaborative approach. Depending on the candidate's experience, skillset, and desire, this position offers the potential for growth within the Finance team, with opportunities to take on broader responsibilities over time.

Qualifications

- Degree or diploma in Business, Finance, Accounting, or a related discipline with a minimum of 3 years project accounting experience.
- Strong attention to detail and professional judgment.
- Able to develop solid working relationships.
- Strong customer service abilities.
- Proficiency with QuickBooks and Microsoft applications including an advanced knowledge of Excel.
- Strong ability to prioritize and handle multiple tasks simultaneously.
- Ability to maintain confidentiality and approach situations in a diplomatic and professional manner.
- Strong interpersonal and communication skills with a proactive collections approach.
- Knowledge of the construction industry, as well as familiarity with Canadian construction billing processes (including progress claims, holdbacks, and statutory declarations), is considered a significant asset.
- Knowledge of lien legislation would be an asset.
- Self-driven and motivated with a willingness to adapt to new concepts.
- Capacity to work well under pressure.
- Experience with Procore construction management software is a strong asset.
- Bilingualism (English / French) would be an asset.
- A valid Secret security clearance (or ability to successfully obtain same) is a requirement of the position.

What Terlin Has to Offer

Terlin offers employees the opportunity to work on innovative projects alongside dynamic, dedicated, and talented teams who possess a strong drive for success.

Their comprehensive benefits package is designed to meet the demands of each individual's life at work as well as at home. Employees are eligible for coverage under Terlin's benefit plans and are encouraged to participate in any, or all, of their benefit programs. The benefit programs are also complemented with RRSP matching and profit sharing. Terlin is an equal-opportunity employer and values diversity and inclusiveness in their company.

Terlin is an equal-opportunity employer and values diversity and inclusiveness in their company.

Do you have the drive, the experience, and the commitment to excellence to be part of the Terlin Team?

If you think you have what it takes, and would like to join an organization that offers proven corporate leadership, opportunities for career advancement, great team spirit, and entertaining social events, then let Terlin provide you with an excellent place to work, grow, and excel!

To learn more about Terlin Construction Ltd., visit their website at www.terlin.ca.

We thank all applicants for their interest, however, only those qualified will be contacted for an interview.