

Marco is one of the largest Atlantic Canadian based general contractors. We operate in the retail, commercial, recreational, multi-residential, entertainment, health care, educational and light industrial sectors as design builders, construction managers, and general contractors. We operate throughout the Atlantic region and other areas of Canada with offices located in Dartmouth, NS and St. John's, NL. Due to our rapid growth we are seeking applications for the following position in St. John's, NL:

Staff Accountant

Working under the supervision of the Controller, the ideal candidate would possess the following:

- Completion of post-secondary degree or diploma with a focus on accounting
- 1-3 years of work experience in an accounting role
- Experience in commercial construction would be an asset
- Energetic self-starter who enjoys working in a fast paced, team oriented environment
- Excellent computer systems skills
- Excellent oral and written communication skills

Key responsibilities will include:

- Reconciliation and input of subcontractor invoices/contracts and trade payables
- Contract administration and documentation
- Preparation of payment certificates to subcontractors
- Reconciliation of petty cashes and credit card statements
- Completing various accounting reconciliations for several related companies
- Assisting with other projects as assigned and as required

Marco offers a competitive compensation package; a corporate wellness program; a diverse work environment; full health benefits and pension; continuing education; and the opportunity for advancement. This is a great opportunity for individuals who wish to join a strong, successful and highly respected growing team.

If this opportunity matches your experience and interest, please forward your resume in confidence to mfowlow@marcogroup.ca. We thank all applicants for their interest; however, only candidates selected for an interview will be notified.