

# Financial Administrator

November 29, 2022

PBX Engineering is an electrical, systems, and software engineering firm in British Columbia & Alberta. We develop leading edge systems for municipal infrastructure, transportation, security, buildings, and industrial applications across Canada and the United States.

PBX is looking for a Financial Administrator to be part of our Finance team and contribute to the company's overall success.

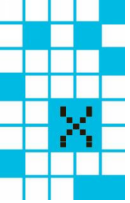
## Position Summary

Working closely with the Financial Director, Finance team, and project managers, the Financial Administrator will have direct responsibility for functions relating to internal accounting procedures and other office administration duties. This will include the following:

- Assist with daily financial operations and business activities
- Receive, process, and track vendor invoices
- Prepare monthly company credit card reconciliations
- Review and process employee disbursements
- Support project teams by preparing project documentation, job costing, and analysis
- Coordinate contractual agreements and budget tracking
- Maintain financial and project records
- Prepare and submit client invoices
- Monitor accounts receivable payments
- Assist with time card submissions and payroll processing
- Operate and maintain company ERP system and supporting processes
- Provide general administrative support

A successful candidate will help support the company's financial operations as the company grows and workload increases. This will include identifying opportunities for efficiencies and managing demands related to time and resources.

We are looking for someone who shares our passion for excellence and who is interested in contributing positively to our corporate culture.



## Qualifications

While relevant experience is certainly an asset, we are far more interested in finding the right person and are willing to train. To succeed in this position, you will possess the following attributes:

- A passion for numbers and a sharp eye for detail
- Meticulous organization skills
- Strong work ethic and a self-motivated desire to get the job done
- Strong oral and written communication skills and ability to liaise effectively with diverse groups, including management and external parties
- Strong computer skills including good working knowledge of the MS Office suite
- Diploma in business/accounting field is an asset, as is previous relevant work experience
- Experience with Acumatica ERP system is an asset
- Ability to exercise sound judgement and discretion in setting priorities and dealing with confidential and sensitive issues
- Ability to work in a fast-paced, dynamic team environment, where demands and deadlines shift frequently
- Able to effectively deal with a high level of responsibility and demanding work schedule
- Effective interpersonal skills and a positive, professional attitude
- A sense of humor
- Willing to train
- This role requires working in the office full-time

## Benefits & Other Compensation

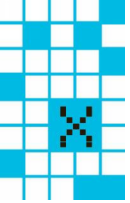
We provide a comprehensive benefits package that promotes employee health and wellness which includes the following:

- Medical, Dental, & Vision Benefits, including long-term disability and life insurance
- Paid time off, including paid holidays, Sudden Illness, Injury & Childcare (SIIC) days
- A Maternity & Parental Leave Top Up Program
- Registered Retirement Savings Plan (RRSP) with company matching
- A Fitness & Wellness Incentive Program
- An Employee Assistance Program
- Annual bonus program based on company and personal performance

## Applications

Qualified applicants are encouraged to send their resumes, complete with references, via email to [careers@pbxeng.com](mailto:careers@pbxeng.com). Include “**Financial Administrator**” in the subject line.

Resumes will be accepted until position filled.



## About PBX

PBX Engineering offers a challenging and rewarding environment. PBX employs innovative, critical thinkers who enjoy solving problems through creative and collaborative interaction. The selected candidate should be genuinely interested in participating in the mutually beneficial growth and technical development of a very strong and talented group of engineers and designers. Our diverse workload includes technical areas such as:

- Water and wastewater infrastructure including SCADA systems and Automation
- Power distribution systems including MV/HV substations, low voltage distribution, and grounding systems
- Intelligent Transportation Systems (ITS) including lighting design and traffic studies
- Security system design including CCTV, perimeter security, and access control platforms
- Building electrical systems including residential, commercial, and industrial facilities

We believe in supporting the long-term career development of our staff through a diverse and challenging workload, industry engagement, and internal and external training. We apply the same effort in fostering a positive social environment as we do in developing innovative and successful projects. We continuously strive to make our firm the kind of place where people want to stay – and our benefits package and approach to compensation are structured to support that goal.