



LEAD ACCOUNTING CLERK

WM&M is a general contracting business that is well-established in PEI and has been proudly serving our clients for some 60 years. We are recognized commercial, industrial and institutional builders with projects ranging in size, with one of the largest being over ten million dollars. We are seeking a **Lead Accounting Clerk** to join our team of professionals. This position is in preparation for an upcoming retirement and available immediately.

The **Lead Accounting Clerk** will be responsible for, but not limited to:

- Recording the day-to-day financial transactions and completing the posting process;
- Processing accounts receivable/payable and payroll on a scheduled timely basis;
- Bringing the books to the trial balance stage;
- Preparing monthly and annual financial statements;
- Federal and Provincial corporate compliancy;
- Assisting with tax related matters;
- Maintaining financial security by following internal controls; and
- Maintaining client confidence and protecting operations by keeping financial information confidential.

The **Lead Accounting Clerk** will offer the following skills and abilities:

- 3 – 5 years of work experience, preferably in the construction industry;
- Excellent communication, interpersonal and organizational skills;
- Ability to work independently and as part of a team and within a confidential work environment;
- Self-motivated using a thorough and methodical approach on projects;
- Ability to prioritize and effectively manage multiple projects in a timely manner;
- High degree of accuracy and attention to detail;
- Critical thinking skills using logic and reasonability to identify alternative solutions, conclusions and best practices; and
- Excellent computer skills using various accounting programs and MS Office products. A strong working knowledge of Jonas Construction Management software will be a significant asset.

To apply to this exciting opportunity, please e-mail your resume and references, in confidence, to:

WM&M (1993) Ltd.
38 MacLeod Cres, P.O. Box 845
Charlottetown PE C1A 7L9
Attn: Craig Cameron
craig@wmm93.pe.ca

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