



Advanced Energy Management Ltd.

*Putting our **energy** into saving yours*

Advanced Energy Management Ltd. (AEM) wants you to join our growing company and talented team!

AEM is a company who has been in business for over 30 years in the Atlantic Provinces and has strategically expanded in Ontario through its sister company called ProTherm Ltd. who have been in business for over 30 years, and Bacon Engineering Ltd. who have been in business for fifty years.

AEM is known for managing energy for buildings and providing HVAC solutions to optimize energy usage. We are currently seeking an **Accounting Associate** working out of our Dartmouth, Nova Scotia office. The ideal candidate must be highly organized with ability to prioritize accounting tasks; as well as work well in teams with ability to communicate effectively and efficiently.

Reporting directly to the Chief Financial Officer, CFO, the Accounting Associate primarily responsible for preparing general ledgers, financial statement and reporting, including year-end reports for AEM Group of Companies. In addition, this position will be responsible for payroll processing and reconciliation.

Duties and responsibilities include, but are not limited to the following:

Accounting & Payroll:

- Maintaining the general ledger and subledger
- Preparation of financial statements and supporting reports
- Assist in completion of year-end reporting package
- Performing necessary accounting activities, such as reconciliations in accordance with policy
- Preparation of cash flow budgeting
- Process and reconciliation of payroll
- Project/service analytics and reporting
- Government filings
- Other accounting duties as required.

Customer Service and Communication

- Provide excellent customer service and develop good working relationships with the team.
- Communicate efficiently and effectively with colleagues to ensure accounting deadlines are met.

Qualifications & Experience:

- Successful completion of Bachelor's degree, and/or professional accounting experience
- 2-5 years of post-undergraduate experience
- Highly self-motivated with the ability to manage day to day tasks and set priorities.
- Strong interpersonal skills with ability to work well in teams.
- Effective and efficient communication skills.
- Excellent organizational and time-management skills with ability to work in a fast-paced environment.
- High attention to detail combined with good analytical skills



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Working conditions will require:

- Working at the Dartmouth office Monday to Friday, at 40 hours per week.
- Working overtime outside the normal working hours may be required to complete month-end or year-end tasks.
- Lifting up to 20-40lbs unassisted or when receiving office supplies shipments
- Working in environmental conditions found in an office environment.
- Completing repetitive motion tasks and intense concentration or focus (i.e general ledger entries, payroll, etc)
- Must be fully vaccinated against the COVID-19 virus

WHAT WE OFFER:

At AEM, we believe in hard work and a good quality of life. Our work environment is one in which people enjoy coming to work. We empower people to make decisions and do whatever it takes to delight customers and take time to have fun and develop relationships with employees. Some benefits are:

- Work life balance, Half-day Fridays
- Above Industry Wages
- Group Benefits and RRSP
- Fitness & Clothing Allowance

TO APPLY

If you are interested in joining our team; please apply for this position by sending your cover letter and resume to careers@aemltd.com, The job ad will be taken down until the position is filled.

We thank all applicants for their interest in a career with AEM. Only successful candidates will be contacted for an interview.