



VERSATILITY. EXPERTISE.

With these two words, Vertex makes the promise that we will always be versatile in developing solutions to our clients' unique needs and that we will always demonstrate expertise in our designated fields. We encourage our employees to think and develop the best solutions for our clients. If you think you have what it takes to play for the Vertex team, please apply.

Established in 1976, Vertex is a leading North American provider of environmental and industrial services. With over 40 years of expertise, Vertex helps clients achieve their development goals through our versatile suite of services. From the initial site selection, consultation and regulatory approval, through the construction, operation and maintenance phases, to conclusion and environmental cleanup, Vertex offers a diverse range of services throughout the life cycle of our clients' projects.

With a track record of success, Vertex provides an environment where people thrive. We recognize that each member brings a valuable skillset to the Vertex team. We make health, safety and community well-being a priority by supporting numerous endeavors at each of our locations across North America.

Vertex offers a fast-paced environment where priorities shift from day to day, but the expertise of our team allows these changes to occur smoothly. At Vertex, we value teamwork through collaboration within each division or office and provide support across the entire organization.

OVERVIEW

Vertex is currently accepting applications for one full-time, permanent **Junior Financial Analyst**. The successful candidate will provide financial expertise and support to the Vice President - Finance; playing a key role in overseeing all reports, financial functions and process improvement opportunities.

CANDIDATE QUALIFICATIONS

- Bachelor of Commerce with Finance specialization or relevant post-secondary education with work experience
- One year of experience in a Financial Analyst or similar role
- Experience within an oil and gas/construction industry is an asset
- Knowledge of financial, operational and cost reporting and analysis
- Experienced in budgeting, forecasting and business process'
- Comfortable with Accounting software
- Advanced Microsoft Excel skills
- Excellent communication skills, both written and verbal
- Strong problem solving and decision-making skills
- Highly organized and self-motivated
- Ability to work effectively in a team environment

RESPONSIBILITIES

- Preparation of analytical and financial reporting packages for management
- Preparing various analyses relating to financial reports
- Billing, collections, payables, payroll and all other accounting and administrative functions
- Prepare monthly reconciliation of various General Ledger accounts
- Prepare and review monthly journal entries for accuracy
- Prepare various quarterly and year-end schedules
- Assist in the preparation of management reports
- Perform general accounting and other related duties as required

LOCATION

- This position will be based out of Sherwood Park, Alberta.

ADDITIONAL INFORMATION

- Compensation is commensurate with education and experience
- A comprehensive benefit package is provided

APPLY NOW

Email: hr@vertex.ca

When applying please indicate the following information on your application:

Job Requisition: 001-24

Job Title: Junior Financial Analyst

We would like to thank all applicants for their interest in this position, however only those selected for interviews will be contacted