

Position:	Bookkeeper/Controller
COMPANY:	Thompson Ditching
LOCATION:	Lacombe
HOURS:	Full-time
SALARY:	Negotiable with experience
REQUIREMENTS:	• Proven bookkeeping experience, preferably as Senior Bookkeeper • Proficiency with accounting software Sage 50 Premium and Excel • Strong understanding of accounting principles, incl. payroll management, accounts payable/receivable, account reconciliation • Ability to perform detailed account analysis and maintain accurate financial records • Excellent organizational skills with high attention to detail • Strong analytical skills with ability to interpret complex financial data • Effective communication skills for collaboration with team members and external auditors • Familiarity with subcontractor management and construction documentation is an asset • Able to work alone to manage multiple projects/deadlines
DUTIES:	• Maintain and update financial records using accounting software Sage 50 Premium, and Excel • Manage accounts payable and accounts receivable processes, ensuring timely payments and collections • Prepare and process payroll accurately and on schedule • Process all CRA reports and payments on schedule • Conduct account reconciliations to verify accuracy of financial data across various accounts • Perform account analysis to identify discrepancies or irregularities and resolve issues promptly • Generate financial reports for management review, including profit & loss statements, balance sheets, and cash flow statements • Ensure compliance with relevant accounting standards, laws, and regulations • Support accountants by providing necessary documentation and explanations of financial transactions to complete yearends and corporate taxes • Review any job contracts, ensuring everything is covered/accurate
POSTING DATE:	June 18, 2026
CLOSING DATE:	Open until filled
HOW TO APPLY:	Submit application by e-mail to reception@thompsonditching.com