



## Accounting Assistant

Sudbury, ON

TESC is seeking a detail-oriented Accounting Assistant to join our Finance team. This newly created position has been established to strengthen our financial operations and provide cross-functional support across Accounts Payable, Accounts Receivable, and Payroll. It offers an excellent opportunity for someone looking to build a broad accounting foundation while contributing to a growing organization.

### What You'll Do

- Support Accounts Payable, Accounts Receivable, and Payroll activities
- Process invoices, payments, billings, cash receipts, and account reconciliations
- Assist with collections, vendor and client inquiries, and payroll administration
- Support month-end, year-end, audit, and reporting requirements
- Maintain accurate records and ensure compliance with company policies and legislative requirements
- Contribute to process improvements and provide general support to the Finance team

### What You Bring

- Diploma or degree in Accounting, Business, or a related field (or equivalent experience)
- 2-3 years of accounting, AP/AR, or payroll experience
- Strong proficiency in Microsoft Excel and Microsoft Office
- Experience with payroll and ERP systems is an asset
- Strong attention to detail, organizational skills, and ability to meet deadlines
- Professional communication skills and ability to handle confidential information with discretion

### What We Offer You

- Competitive compensation
- Performance-based incentive opportunities
- 100% employer-paid health and dental benefits
- Employer-matched pension plan
- Paid vacation, sick days, and statutory holidays
- Career development and advancement opportunities
- A collaborative, safety-focused work environment

Salary under review.

TESC is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, accommodation is available throughout our recruitment process for applicants with disabilities.

READY to build your career with TESC? Apply today at [careers@tesc.com](mailto:careers@tesc.com)