

**Accounting Specialist**  
**Pay Band 5**  
**(\$54,314 to \$75,842)**  
**In-Service Competition**  
**Fredericton**

*Proactive • Professional • Accountable • Client Focused*

Opportunities NB, the lead business development corporation working with companies inside and outside the province to drive economic growth and job creation for New Brunswick, is seeking an experienced and exceptional Accounting Specialist to work with our Corporate Accounting team in Fredericton, NB.

**Love where you work. Love what you do. Come work for us.**

**Who are you?**

- You have proven experience in accounting and financial management (minimum of 5 years).
- You have a post-secondary degree, preferably in Business Administration, Commerce or a related field.  
\*\*An equivalent combination of education, training, and experience may be considered.\*\*
- You are proficient in the use of Oracle, Excel, and other Microsoft products.
- You are at your best when you are challenged and thrive on getting results.
- You are professional with a high degree of integrity and accountability.
- You are adept at leading but equally comfortable being part of any team.
- You are focused and pride yourself on your attention to detail.
- You are at your best when you are challenged and thrive on setting and meeting targets.
- You are equally comfortable and effective working with executives, internal partners, external stakeholders, clients and all levels of the organization.
- You are an effective communicator, adept at presenting detailed factual and conceptual information on issues that require explanation and interpretation.
- You thrive when working on multiple projects and are recognized for delivering outstanding work within tight deadlines.
- You shine when you are able to affect change by proactively contributing fresh ideas and innovative solutions.
- You recognize that sometimes simple solutions are best and small touches go a long way.
- You value recognition, giving back to the community and comradery with your colleagues.
- You work hard and are fun to have around.

**As an Accounting Specialist, you will:**

- Report to the Manager of Corporate Accounting.
- Manage the corporations accounting functions.
- Prepare the annual budget and briefing materials.
- Manage the loans portfolio account.

- Prepare executive reports for CEO and CFO.
- Manage the organizations procurement process.
- Provide financial support to the Board of Directors as well as external auditors.
- Work closely with internal partners to proactively identify opportunities and challenges, and advocate solutions to achieve provincial, corporate and team results.
- Other duties as required.

**Language:**

Written and spoken competence in English is required. ***Please state your language capability.***

**Office Location and Hours:**

This position is located in Fredericton, New Brunswick and may require occasionally work outside of regular business hours (8:15 am to 4:30 pm).

**What can ONB offer you?**

- Career growth, development and continuous learning opportunities.
- Opportunity to be involved in ONB events that give back to our community.
- Positive and inclusive work culture.

**How to apply?**

- Candidates are required to demonstrate on their applications how, when, and where they have acquired the qualifications and skills required for this position.
- Resumes should be in chronological order specifying the beginning and end dates in month and year format for all completed education and employment including part-time and full-time employment.
- ***Please ensure that preferred language for assessment is identified on your resume.***

We encourage applicants to apply on-line at [www.ere.gnb.ca](http://www.ere.gnb.ca), by e-mail to [humanresources@onbcanada.ca](mailto:humanresources@onbcanada.ca) or by mail to the following address by **March 5, 2017** indicating competition number: **ONB 17-04.**

Opportunities NB  
Organizational Culture & Services  
P.O. Box 6000  
Fredericton, NB E3B 5H1

***We thank all those who apply however only those selected for further consideration will be contacted.***

*This competition may be used to fill future vacancies at the same level.*