



ECRC ~ SIMEC

## EASTERN CANADA RESPONSE CORPORATION IS HIRING!



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### POSITION TITLE:

## PROJECT ACCOUNTANT, ASSETS AND LOGISTICS

This position can be located at any of our centers of operation. The Project Accountant is responsible for:

- Processing financial documents and verifying invoices: Processing and verifying financial documents and invoices for the entire cycle, from planning to disposal.
- Bookkeeping and accounting: Managing accounting and project-related databases to ensure accurate and timely information flow (e.g., maintaining complete records and general ledgers, participating in month-end and year-end processes).
- Logistical support during project activities, including food services, supply management, and procurement management.

If you are seeking a fast-paced, dynamic environment, we invite you to send us your resume and cover letter by March 31, 2026, to demonstrate your:

- Completion of a 2- to 4-year program in accounting or a related field
- 3 to 5 years of experience in a financial or accounting role
- Experience in fixed asset accounting in a project-based environment (an asset)
- Experience working in a project-based environment (asset)
- Experience in a federally regulated workplace (asset)
- Excellent understanding of cloud applications, Excel, and financial reporting tools
- Strong analytical skills; auditing, reviewing, and problem-solving skills
- Bilingualism (English/French)

**Join our mission and drive operational  
excellence for a cleaner, safer Canada.**



## Project Accountant, Material Assets & Logistics Job Description

EASTERN CANADA RESPONSE CORPORATION/  
LA SOCIÉTÉ D'INTERVENTION MARITIME, EST DU CANADA

<b>Department:</b>	<b>Corporate</b>
<b>Reports to:</b>	<b>Director of Finance</b>

### SUMMARY OF POSITION

The role focuses on **Material Assets and Management Accounting**, including processing and verifying financial documents and invoices throughout the full lifecycle — from Planning to Disposal — to ensure accuracy, compliance, and efficient financial administration.

In addition, the position provides **logistics support**, contributing to the coordination and distribution of resources, as outlined in the broader logistics responsibilities of the role

The coordinator also serves as the first backup for the Project Team and the second backup for the Finance and Accounting department when not engaged in project duties.

### KEY RESPONSIBILITIES

- **Accounting of Material Assets and Management, incl. Maintenance**
  - **Financial Document Processing & Invoice Verification:** Process and verify financial documents and invoices for entire cycle from Planning to Disposal.
    - **Asset Lifecycle Management Accounting:** Recording new additions, processing disposals, managing transfers between departments, and adjusting for impairments.
    - **Depreciation & Amortization:** Calculating and posting monthly depreciation and verifying the accuracy of amortization rates to ensure correct financial statements.



## Project Accountant, Material Assets & Logistics Job Description

EASTERN CANADA RESPONSE CORPORATION/  
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- **Inventory Control:** Overseeing material transfers, conducting reconciliations between sub-ledgers and the general ledger, and tracking project-related costs (e.g., Work in Progress).
- **Maintaining Ledgers and Accounts:** Manage project-related and accounting databases for timely and accurate information flow. Maintain complete ledgers and general accounts. Month-end and Year-end processes, including accruals, reconciliations, adjusting entries.
- Assist with time management (payroll-related) and tracking activities.
- **Logistics support during project activities:**
  - **Food Services:** Plan, coordinate, and provide food services for all tactical responders and overhead personnel, including remote locations such as staging areas.
  - **Supply Management:** Receive, store, coordinate and distribute resources efficiently. Maintain accurate inventory of all supplies and equipment. Ensure servicing and accountability of non-expendable items.
  - **Facilities Management:** Set up, maintain, and demobilize incident facilities. Provide sleeping and sanitation facilities for incident personnel.
- **Reporting & Documentation:** Prepare financial and statistical plans, budgets, and reports to support informed decision-making.
- **Cross-Functional Collaboration:** Work closely with departments and participates in meetings to ensure project accuracy, alignment, and transparency.
- **Tool & Process Development:** Create tools and documentation to improve work management and provide clear justification for decisions.
- **Workflow Engagement:** Drive efficient workflow by proactively engaging employees and suppliers to gather required information and keep tasks on schedule.
- **Serve as a backup resource (to cover vacations, personal leave, etc.):**



## **Project Accountant, Material Assets & Logistics Job Description**

EASTERN CANADA RESPONSE CORPORATION/  
LA SOCIÉTÉ D'INTERVENTION MARITIME, EST DU CANADA

- Primary backup for the Project Team
- Secondary backup for the Finance and Accounting Department when not engaged in emergency-response duties.

### **QUALIFICATIONS**

- Completion of a 2–4-year program in accounting or related field
- 3-5 years of experience in a financial or accounting role
- Experience in Material Accounting within a project-driven environment (preferred)
- Experience working in a project-driven environment (preferred)
- Experience within a federally regulated work environment (preferred)

### **SKILLS & COMPETENCIES**

- A strong understanding of cloud applications, Excel and financial reporting tool
- Strong time-management skills, with the ability to prioritize and manage multiple tasks
- Excellent communication and interpersonal skills
- Strong analytical abilities; audit, proof-reading and problem-solving skills
- Independent and innovative thinking to create and develop tools demand
- ICS 100, 200, 300
- Bilingualism (English/French)

### **WORKING CONDITIONS**

- Hybrid or on-site work depending on project needs
- Work within, Finance & Logistics function during the initial response phase of marine oil spills as required. Spill Management Team member for Level 4 marine oil spills.
- Be prepared to travel on short notice to a spill location within ECRC's Geographic Area of Response (GAR) to carry out response activities, when level 4 is activated.