



Accounting Support Specialist

ALANTRA LEASING INC, is a family owned company from Sussex, NB that provides Canada's contractors and businesses with quality, modern office space, and custom modular building solutions since 1981. Alantra currently operates distribution and maintenance centers throughout NB, NS, PEI, Quebec, Southern Ontario, Newfoundland and Labrador.

We are expanding our team and want to fill the role of **Accounting Support Specialist**. This position will be based in Sussex, New Brunswick.

As the ideal candidate you will be a self starter with the ability to work independently and in a team environment. You are able to multi task while maintaining focus on deadlines. You have strong organizational skills and have an eye for detail.

Qualifications:

- Previous experience in accounting and or administration in a professional setting
- Post secondary education in accounting or a related field
- Proficiency in Microsoft Office and Sage 50

Responsibilities will include a broad range of duties including:

- Payroll
- Invoicing
- AR/AP
- Government filing

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Toll Free: 800-456-1800 Phone: 506-433-3757
P.O. Box 4375, 98 Cogle Road, Sussex Corner, NB E4E 5L5
www.alantraleasing.com

We offer a competitive compensation package which includes medical benefits and an RRSP plan.

Please send a cover letter with a brief explanation as to why you would be a successful addition as **Accounting Support Specialist** to the Alantra team and a resume outlining your qualifications, relevant work experience and references by email to the attention of Melissa deWinter at manderson@alantraleasing.com by May 20, 2022.

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