

Now Hiring: Bookkeeper

Brilun Construction Limited | 645 Keltic Drive, Sydney, NS
Full-Time | Permanent Position

At Brilun, we build more than structures—we build careers.

Since 1993, Brilun Construction has been a trusted name in Nova Scotia's construction industry, delivering high-quality results through teamwork, precision, and passion. We believe that when our people thrive, so does our work — and that's why we're committed to a culture of respect, inclusion, and opportunity.

Why Work With Us?

- ✔ **People-First Culture** – You're not just a number here. We value every voice and invest in our team's growth.
- ✔ **Competitive Compensation** – Fair, transparent pay with opportunities to grow.
- ✔ **Work-Life Balance** – Supportive, flexible environment that respects your time.
- ✔ **Career Development** – Learn, advance, and take on new challenges with confidence.
- ✔ **Team Collaboration** – Work with skilled professionals who take pride in what they do.

About the Role: Bookkeeper

As a key part of our administrative team, you'll help keep our financial systems running efficiently and accurately. You'll be organized, detail-oriented, and proactive — someone who enjoys solving problems and keeping things on track.

Key Responsibilities:

- Manage accounts payable and receivable
- Reconcile bank statements and financial records
- Prepare regular financial reports and assist with budgeting
- Ensure compliance with accounting standards and internal policies
- Support payroll processing and expense tracking

What You Bring to the Table:

- ◆ **Experience:** 2+ years in bookkeeping or accounting roles
- ◆ **Education:** Diploma or certification in accounting/bookkeeping preferred
- ◆ **Skills:** Proficient in accounting software (e.g., QuickBooks, Sage), highly organized, and detail-driven
- ◆ **Mindset:** A self-starter with a commitment to accuracy, confidentiality, and team collaboration

Ready to Apply?

If you're looking for a stable, rewarding career with a company that values your contributions — let's talk. We'd love to welcome you to the Brilun family.

Submit your resume and cover letter to brian@brilun.ca