

## **Global Maintenance**

### **Accounting Specialist, Bookkeeper, Executive Administrative Assistant;**

An established Renovation and Maintenance Company is looking for an experienced Accounting Bookkeeper and Administrative Assistant to conduct all aspects of office operations for Accounts Payable, Accounts Receivable, Payroll and Ledger activities. Reporting to the General Manager, the successful candidate will assist in coordinating Project activities and schedules, inventory of materials & supplies, purchasing and delivery. The candidate will respond to client inquires and reception tasks. Preparing monthly financial statements and reconciling the Balance sheets are required for monthly reporting.

#### **Job Description:**

Administrative communication with General Manager & clients, staff, employees and contractors.  
Maintain adaptive schedule for project completion, Manger meetings and worker attendance.  
Preparation and scheduling of Client Projects and Work Orders.  
Liaison with Field Teams, General Manager and Client Issues.  
Daily Processing of Accounts Receivable / Accounts Payable / Client Invoices.  
Coordination of Materials Inventory, ordering, delivery and invoicing.  
Preparation of Invoices, Collection and reconciliation of payments.  
Tracking Compilation & Processing of Payroll records, Payment and Benefits.  
Journal Entry, Ledger & Bank Reconciliation,  
Cross referencing Contactor Invoices with Client Projects and balancing the Books.  
Database Entry into Software Operating System; currently Using "Sage 50 / Simply Accounting"  
Other Administrative, Accounting and Office Duties as required.

#### **Qualifications & Preferred Experience:**

Experienced in a fast paced Office environment with excellent Communication Skills.  
Organized, friendly, personable, cooperative, energetic, with a positive attitude and adaptive for a Team oriented workplace is essential.

Fully capable in bookkeeping and business accounting, including Accounts Payable, Accounts Receivable, General Ledger, Balance Statements, Payroll, Invoicing and Bank Reconciliation.

Computer Skills in Microsoft Office Applications; Word, Excel, Outlook, Project, PowerPoint.  
Experience with "Simply Accounting" Program.  
Familiarity with "BaseCamp" online software an asset.  
Experience in public and client relations, staff interface and Manager support.  
Ability to handle multiple tasks and projects and assist General Manager.

Five years plus bookkeeping experience with a Post-secondary Education in Accounting and / or Business Administration.

Experience with Construction / Renovation / Maintenance Business, Clients and Contractors preferred.

Fluency in English required, Polish language skills a preferred asset.

References required.

Please submit applications by e-mail to [victorw@cogeco.ca](mailto:victorw@cogeco.ca) .