



Job Description

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| POSITION: Accounting Administrator | STATUS: Full-Time |
| DEPARTMENT: Finance | REPORTS TO: Director of Finance |
| HOURS WORKED WEEKLY: 40 | COMPENSATION: \$45,000-\$55,000 |

JOB SUMMARY

This position will assist in managing the Company's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, daily transaction entries and reconciliations.

This individual needs to be able to cooperate well with team members.

DUTIES

- Full-cycle accounting duties including, but not limited to, accounts payable, accounts receivable, payroll
- Conduct weekly & monthly bank reconciliations
- Conduct month-end procedures
- Remit per government requirements (i.e. EHT, HST, WSIB, Source, Corporate)
- Maintain records of financial transactions by establishing accounts and posting transactions
- Maintain historical records by filing documents
- Prepare and maintain financial reports such as the trial balance
- Support the Finance Department team members

SUCCESS FACTORS

- Meets all deadlines and manages tasks efficiently
- Handles stressful situations well and maintains accuracy and approachability
- Provides complete and accurate information

- Policies & procedures created are practical and effective
- Maintains expertise by attending educational workshops and reviewing publications
- Protects operations by keeping financial information confidential
- Adheres to the Mission, Vision, Values & Guiding Principles
- An exemplary model of how to perform work within Company policies, procedures and goals

EDUCATION

- Certificate or diploma from a recognized bookkeeping/accounting program preferred
- Minimum 5 years of full-cycle accounting experience required

EXPERIENCE & SKILLS

- High aptitude for learning new software
- Proficient in Microsoft Office Suite
- Extensive accounting understanding and experience with Full-Cycle accounting
- Excellent organization skills
- Consistent attention to detail
- Maintain confidentiality
- Passes background screening includes previous employment, education & criminal history
- Excellent communication skills, both written & verbal

TOOLS PROVIDED BY KRAUN

- Laptop
- Professional training courses as deemed useful or necessary

WORKING ENVIRONMENT & PHYSICAL DEMANDS

- Prolonged sitting
- Routine use of standard office equipment
- Open-concept workspace in a professional office environment
- This job regularly requires visits to job sites so the individual must be able to drive/walk/navigate.

BENEFITS

- Extended health care
- Vision care
- Dental care
- RRSP Match
- Life insurance
- Employee assistance programs
- Education reimbursement
- Company pension