

POSITION DESCRIPTION

Title: Accountant/Office Manager
Department: Finance
Reports to: Director, Finance & Accounting
Supervises: Administrative staff
Position Classification: Exempt Non-Exempt
 Full Time Part Time

Primary Objectives:

The Accountant/Office Manager is responsible for the seamless coordination of all day-to-day office operations and month end close procedures.

This position is a key component to the overall success of the company.

Essential Responsibilities & Duties:

- Ensures the accurate and timely recording & filing of bi-weekly payroll
- Conducts monthly payroll analysis
- Prepares GST Returns monthly
- Tracks fixed assets and records depreciation quarterly
- Organizes and coordinates office operations and procedures and maintains a pleasant work environment to ensure high levels of organizational effectiveness, communication and safety
- Supervises two Administrative Employees
- Monitors the development of internal systems
- Maintains Vacation Calendar for all office and sales staff
- Maintains and schedules service for office equipment and facilities
- Oversees phone, voicemail and alarm systems
- Maintains employee cell phone plans and devices
- Orders business cards and ensures all voicemail messages, email signatures and out of office messages are consistent
- Assists off-site Sales staff with facilities, IT and phone systems when required
- Manages company fleet of vehicles - insurance and maintenance
- Liaises with external IT service providers to resolve all IT issues, purchase equipment, and to add/delete/change employee setups

- Organizes the office layout and office moves, ordering and disposing of furniture as required
- Maintains professional and presentable condition and appearance of the office and arranges necessary repairs
- Liaises with facility management vendors, including cleaning, and security services
- Covers reception for lunches, breaks and vacations
- Other ad hoc duties as required

Requirements

- Post-secondary education in accounting and/or finance (CGA designation preferred)
- Recent, related accounting and/or experience as an Accountant
- Payroll experience
- Proven experience as an Office Manager, Front Office Manager or Administrative Assistant
- Knowledge of office administrator responsibilities, systems and procedures
- High level proficiency in MS Office (MS Excel and MS Outlook)
- Excellent time management skills and ability to multi-task and prioritize work
- Supervisory experience preferred
- Strong attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment