

Job Description: Bookkeeper/Office Administrator

Purpose:

The bookkeeper will be responsible for full cycle bookkeeping duties, preparation of bank reconciliations, payroll, accounts payable, accounts receivable, tax filings (HST, WSIB, T4, installments), and general office assistance as required. This role is key support to the Office Manager in all front office functions and is the secondary point of customer contact; providing ongoing customer service through problem solving, analyzing challenges, providing solutions, and completing jobs in a timely manner.

Job Summary – THE 3R's

Role:

- Bookkeeper /Office Administrator

Responsibility:

- Bookkeeping and Finance
- Office Organization and Administration
- Customer Service

Result:

- Highly accurate and timely bookkeeping and remittances.
- Highly organized and efficient use of information, files.
- Company is represented competently and professionally.

Metrics to Measure Results:

Success in this position will be measured by:

- Closed month in 10 days or less, zero adjustments or late fees.
- 5S score for office space
- Demonstrated proficiency using all software and technologies (see list within job description)
- Performance reviews conducted every trimester by direct supervisor.

Detail Overview of Responsibilities:

Bookkeeping and Finance:

1. A/P:

- Code and key accounts payable for, and process timely payments by cheque, online and credit card.
- Key and verify invoices using appropriate information and coding by division and cost code.

- Work with purchasing to enter all PO driven invoices.
- Work with service manager to enter all non-construction invoices.
- Balance statements from vendors.
- Refine vendor relationships, negotiate payment terms to our benefit.
- Investigate all discrepancies with invoice totals and work with the company to clean up accounts.

2. A/R:

- Maintain current A/R accounts. Investigate, adjust and resolve any outstanding balances.
- Process payments received by cheque, credit card, e-transfer, money order and cash.
- Customer invoicing as required for service divisions.

3. Banking:

- Monthly bank / visa reconciliation and analysis of accounts and variances.
- Reconcile Cash Till on a weekly basis.
- Verify Payment Terminal payments.
- Deposit cheques as posted to A/R.
- Complete physical bank deposits as required, ensure cash till is adequately stocked.

4. Bookkeeping:

- Track employee purchases – ensure appropriate use of company credit cards.
- Work with and support Leadership Team to ensure all expenses are tracked and costs reduced
- Prepare weekly financial reports and correspondence for internal or external review
- Identify opportunities for increased efficiency, enter data for divisional budget and expenses for reporting to Leadership Team.
- File and sort documents (paper and electronically, creating consolidated reports when necessary)
- Various accounting, journal entries, and inventory adjustments.
- Set up and disposal of assets, maintain depreciation schedule.

5. Payroll:

- Responsible to download LMN time, correct or address any payroll changes on weekly basis.
- Create paycheques, email paystubs, input on-line banking and advise when submitted for approval.
- Monitor payroll on a weekly basis for any payroll deductions etc
- Prepare payroll & government returns and remittances and payments including EHT, PD7A, HST, WSIB, Corp. Tax,

6. Health and Safety and Human Resources:

- Human Resources include processing T4s, ROEs.
- Manage employee benefit plan.
- Maintain vacation, sick leave and attendance records.
- Maintain list of employees.

Office Organization and Administration

- New employee orientation – review all new hire paperwork with new hires, distribute employee handbook and policies.
- Accept job applications.
- Assist hiring manager in placing job ads.
- Receive ‘admin’ emails, preparing reports, fax and photocopy.
- Enter new customer information into QuickBooks.
- Maintain purchasing and stock of all office supplies.
- Purchase plate stickers / Vehicle stickers.
- Responsible for filing all documents, invoices, ownerships, employee information, etc, daily.
- Ensures that customer contracts and files for A/R, A/P, Banking, Machinery, Vehicles, taxes, etc. are maintained in good order.
- Document procedures, processes and policies.
- Assist with organization of Company special events – BBQ’s, Quarterly Parties, client parties.
- Contribute to and/or complete special projects as assigned
- Prepare internal presentations, slideshows and documents as required.
- All other duties/responsibilities as required, assisting co-workers and owners as required.
- Comply with all company policies/procedures and safety requirements

Customer Service

- Backup Office Manager for greeting and communicating with customers.
- Answer phone calls.
- Gather complete lead information from potential customers and enter in Copper.
- Send out introduction email to potential customers.

****The above list is not inclusive, these are some of the current key results***

Key Success Behaviours and Skills:

- Aligned with Hutten & Co. Core Values of Knowledge, Optimism, Relationships, Passion.
- Strict attention to detail in technical specifications and written communication.
- Performance driven, fast paced and energetic.
- Superior communication and interpersonal skills with staff and customers.
- Strong in math and accounting.
- Keyboard and data entry skills.
- Highly alert and structured thought process, and demonstrates problem solving skills.
- High organizational skills, time management and analytical skills.
- Competent with QuickBooks Accounting and Microsoft Suite.
- Proficient with computers, very technology savvy.
- Performs and demands excellence in quality of work.

- Service and teamwork focused, driven to improve efficiencies.
- Innovative and focused on learning and self-improvement.
- Flexible and able to multitask and complete tasks with minimal or no supervision.

Minimum Qualifications and Educational Requirements:

1. Bachelor's Degree or Business Administration Diploma preferred.
2. Other Finance or Math Education will be considered as an asset.
3. Min 2-3 years bookkeeping experience.
4. Min 1-2 years office admin experience.

Strong knowledge of the following Software/Technology:

- QuickBooks Enterprise
- LMN (budgeting, estimating and electronic timekeeping)
- Copper (Gmail integrated CRM)
- Mailchimp (automated e-marketing)
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Web usage, template website updates, online company profiles and listings
- Social media – Houzz, Facebook, Instagram, etc, or current platform
- Google calendar, Gmail
- Dropbox (Cloud Storage)