

Accountant/Office Manager

Heavy Industries builds some of Canada's most interesting public art and creative construction projects. We are currently looking for an Accountant/Office Manager to provide a full range of Accounting and Human Resources support to the company while leading a small team.

QUALIFICATIONS/REQUIRED KNOWLEDGE & SKILLS

- 5-7 years accounting and leadership experience
- Previous experience in a leadership/supervisory role preferred
- Operations knowledge and experience is an asset
- Excellent computer skills and superior knowledge of all MS Office Suite programs
- Experience with QuickBooks, NetSuite and Microsoft Dynamics an asset
- Previous Experience in the above systems an asset (setup, integration and implementation)
- Excellent planning, organization, interpersonal and customer service skills
- Excellent communications skills
- Patience with routine and attention to detail
- Proactive and process-oriented working style
- Ability to work in a fast paced environment
- Ability to multi -task, meet pressing deadlines and anticipate client needs
- Ability to maintain confidentiality
- Good analytical skills
- A solid ability to work with others to resolve issues and the ability to be both a leader and team player is required.

RESPONSIBILITIES

Accounting:

- Perform variance analysis on costs and revenues
- Perform bank account and other general ledger account reconciliations
- Prepare monthly journal entries
- Prepare monthly financials along with balance sheet, maintain and balance various accounts using manual and computerized bookkeeping systems
- Prepare other statistical, financial and accounting reports
- Project accounting
- Reporting for operations (project managers and production)
- Comply with CRA reporting requirements
- Processing of remittances to CRA as required
- Customer account reconciliation and statement preparation
- Review daily deposits and handle deposit delivery to our Bank
- Follow up with outstanding accounts receivable
- Processing of payments for supplier invoices and reconciliation of supplier accounts
- Other projects and assignments as required
- Assist with annual audit if required
- Budget Preparation
- Develop, document and implement purchasing policies and controls



Office & Admin Team Management:

- Manage office administrator(s) and their respective duties
- Reconcile credit cards and fleet cards
- Process payroll
- Manage the overall recruitment process from creating requisitions to hire, job postings, sourcing and screening candidates, participating in interviews, checking references, and preparing offer letters for successful candidates.
- Maintain employee files

WHAT IS IN IT FOR YOU?

Job Satisfaction: You will get to directly participate in some of Canada's most interesting (and high profile) creative construction and art projects.

Job Variation: You will never get bored in this fast paced environment. Every project is different and every day comes complete with its own unique challenges and problems for you to solve.

Job Opportunity: You will be exposed to opportunities to grow and develop our relatively young business into one of the world's premiere manufacturing companies. We have not plateaued and do not plan on doing so any time soon.

Culture: You will get to work with fun, dynamic and highly skilled people that are driven to succeed.

Remuneration: You will be paid relative to the experience you bring and your accomplishments; you will be rewarded with company success. Plenty of vacation, and be added to our benefits program.

If this sounds like the right opportunity for you, please send your resume to careers@heavyworld.ca with "Accountant/Office Manager" in the subject line.