



## Accounting Administrator

### **The Opportunity:**

The Accounting Administrator, under the direction of the Controller, provides general Accounting and Administrative support to ensure complete financial reporting on a timely basis. Responsibilities include the input and processing of a variety of transactions resulting in the preparation and timely delivery of monthly Financial Statements and other project reporting as required.

### **What you will be doing while you are here:**

- Ensure timesheet entry into our time entry software is accurate and completed weekly
- Maintain client files, prepare monthly invoices and distribute to clients on a monthly basis, including follow-up on overdue invoices
- Receipt and deposit payments received from clients
- Maintain vendor files, process and input vendor invoices for payment
- Initiate electronic funds transfer for payment of invoices
- Initiate credit card payments and prepare credit card reconciliation
- Prepare weekly and monthly bank reconciliations
- Generate project budget reports on a weekly basis and per Project Manager request
- Prepare and input payroll data into payroll-provider software, and post the related journal entries
- Assist in maintaining employee files
- Office administration duties (less than 5% of the job) including:
  - Answering incoming telephone calls in a prompt, courteous and professional manner while ensuring that the callers enquiry is properly managed
  - Greeting clients and visitors in a courteous manner and announcing their arrival to the appropriate staff member or direct them to the correct meeting area
  - Monitoring the use of and maintaining an adequate inventory of office and kitchen supplies
- Complete other general office duties as assigned
- Project administration duties – providing support for project controls, procurement and document control
- Assist in the planning and preparation of corporate events
- Support GOE's health and safety initiatives and assisting with the health and safety reporting

### **If you have these, we would like to hear from you:**

- Accounting Diploma/Certificate from an accredited institution OR an acceptable combination of education or work experience may be considered
- Minimum of 2 years of prior related work experience

- Proficient in Microsoft Office products
  - Strong working knowledge of QuickBooks or other accounting software is an asset
  - Strong attention to detail and analytical skills
  - Excellent organizational, problem solving and time management skills
  - Strong communication skills: verbal, business writing, and electronic communications
- 

### **Why Grey Owl Engineering?**

Our Company is committed to providing an environment where we enable you to engage with our industry leading clients on a variety of capital and operating projects and be a key contributor to the success and growth of the Company. We help you be the best professional you can be in our services and industries.

### **What we bring to the table:**

- Flexible working environment with the possibility for remote work options
  - Benefits packages which includes Medical, Dental and Life/Long-term disability insurance
  - Fast-paced, fun and collaborative environment
  - A team invested in you both personally and professionally
  - Competitive compensation packages
- 

If this feels like a great fit, please forward your **resume** to [careers@greyowleng.com](mailto:careers@greyowleng.com)

**We thank all those that apply, however only those considered for an interview will be contacted.**