

Shelter Home Systems is looking for a

Accounting/ HR Payroll

Job Brief:

This role of the involves providing financial, administrative and clerical support to the organization. Their role is to complete payments and control expenses by receiving payments, plus processing, verifying and reconciling invoices. Day-to-day management of all payment cycle activities in a timely and efficient manner.

Accounts Payable duties and responsibilities of the job:

- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances
- Maintaining historical records
- Paying employees by verifying expense reports and preparing pay checks.
- Preparing time sheets and electronic payroll. Including ROE and T4
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Preparing analyses of accounts and producing reports
- Continuing to improve the payment process
- Facilitating recruitment, WCB and other claims and benefits.
- Accounts Receivable & Petty cash
- Checking mail every day and deposit cheques into bank.
- Other duties as required

Requirements:

- Experience accounting or in other administrative positions will be considered a plus
- Experience with Navision or another ERP a definite asset.
- Excellent computer skills (MS Office).
- Proficiency in English
- Well-organized and responsible with an aptitude in problem-solving
- Excellent verbal and written communication skills
- A team player with high level of dedication
- Certification in sales or administration will be an asset.
- Excellent attendance record.

What we offer:

- Full time, permanent employment
- Benefits program
- Opportunity to grow your career
- Discretionary bonus paid annually.

Salary between \$38,000.00 and \$42,000.00 depending upon experience.