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**POSITION: ADMINISTRATOR/BOOKKEEPER**

Cedar Ridge Designs is a growing residential and commercial cabinet maker. Customer satisfaction is at the heart of all that we do and much of our work is referrals from existing clients. In all our relationships, we value honesty, respect and courtesy. In developing our business, we are looking for team members who enjoy serving others and who are committed to the highest standards in design, manufacturing and installation.

We are currently seeking an experienced Administrator/Bookkeeper for our Maxville location. This position has significant growth potential for an organized and ambitious person.

Reporting to the General Manager, the ideal candidate will possess 3+ years of relevant office experience combined with bookkeeping experience.

Location: Maxville, Ontario - Permanent, Full-Time

**Benefits:**

- Wage: \$22.00 to \$28.00 per hour, commensurate with experience
- Health Benefits, including dental, health and vision care
- Employee Assistance Program

**Requirements and skills**

- QuickBooks: 3 years' experience of full-cycle bookkeeping (Required)
- Solid understanding of bookkeeping and accounts payable/receivable principles
- Detail oriented data entry skills
- Hands-on experience with spreadsheets and Quickbooks Pro software
- Proficiency in English and in MS Office
- Strong background in Human Resources and Payroll
- Outstanding oral and written communication skills
- Strong ability to prioritize workloads and multi-task
- An interest in emerging technologies

**Roles and Responsibilities:**

- General reception including calls, messages, mail sorting, etc.
- Generate reports, spreadsheets and other documents as required for management
- Accounts payable and statement reconciliation.
- Customer invoicing, accounts receivable and collection.
- Credit card and bank statement reconciliations
- Payroll and Payroll Source Deductions
- Inventory
- HST, WSIB, Employer Health Tax Reporting and Remittance
- Purchasing office supplies and maintaining office and company backup systems
- Administer the employee benefits plan
- Supervise the bookkeeping assistant

Please submit your resume via email to [admin@cedarridgedesigns.ca](mailto:admin@cedarridgedesigns.ca) or fax to 613-527-1600. You can also drop it off in person at 18331 Kenyon Concession Road #8, Maxville, Ontario. We thank all applicants for their interest, however, only those selected for an interview will be contacted. To learn more about our company, please visit: [www.cedarridgedesigns.ca](http://www.cedarridgedesigns.ca).