

Bookkeeper/Office Administrator

Job Description

Eastern Welding (EW) is a Mechanical and Structural contracting company which provides construction and maintenance expertise throughout Eastern Ontario to our valued and long-established customers since 1980.

The bookkeeper/office administrator, who reports directly to the President, has a variety of responsibilities that support everyday operations of the company. These responsibilities include but are not limited to: General Banking, Accounting, and Records Management.

Pay

- **Salary \$50,000-\$70,000**

Job type

- **Permanent, Full-Time**

Shift and schedule.

Expected hours: 40 per week

Monday to Friday

7:30 to 4:00

Location

Eastern Welding, 6857 Richmond Road, Summerstown, ON

Visit www.easternwelding.ca for more information about our company.

Benefits

- Eastern Welding offers a competitive benefits package with remuneration based on experience. Package includes:
- Extended health care including dental.
- Company pension
- Paid time off
- Vision care
- Life insurance
- Disability insurance

- Employee Assistance Program

BOOKKEEPING ROLE

- Maintaining company accounts and managing receivables and payables through reconciliation of accounts, packing slips, and invoices
- Performing general banking duties (transfers, payments, deposits, documentation, etc.)
- Preparing scheduled remittances: Employers' Source Deductions, HST Remittances, EHT Remittances, Corporate Tax Remittances and WSIB Remittances
- Processing weekly payroll, maintaining employee records and preparing yearly T4 slips and ad-hoc Records of Employment
- Processing required government annual reconciliations related to payroll
- Preparing monthly billing reports and generating customer invoices.
- Processing supplier and sub-contractor payments according to company payment schedules and procedures
- Maintaining an organized and functional filing system (both digitally and physically).
- Ability to work independently.

ADMINISTRATION

- Answering phone, gatekeeping, and directing calls accordingly
- Preparing letters and other documents
- Maintaining inventory of office supplies, placing orders, and replenishing as necessary
- Updating customer health and safety reporting files.
- Performs Job Costing duties per Company policies.
- Files electronic and hard copy non-project documents.
- Perform other administrative duties as assigned.
- Oversees IT duties and follows-up with required support from outside sources

REQUIREMENTS

- At least three years commercial bookkeeping experience.
- At least three years experience processing government remittances and taxes.
- Requires focus on accuracy, compliance, process improvement and efficiency.
- Excellent time management and established procedures for tracking time sensitive tasks
- Good command of English, spoken and written is essential.
- Proficient in Excel, Word, Outlook, and QuickBooks Pro.
- Willing to learn new tasks and expand scope of responsibilities.
- Cordial, positive, diligent and attentive to detail.

Experience:

- Accounting: 3 years

Education:

- Secondary School

Language:

- English

Work Location: In person.

Contact:

- Please send resumes to: rlaberge@easternwelding.ca
- Only those chosen for interview will be contacted