**Accounting Technician/Office Manager**

**Edmonton, Alberta, Full-Time in Office**

Are you a seasoned professional with a passion for accounting practices and managing office operations? Our client is seeking a detail-oriented and experienced Accounting Technician/Office Manager who enjoys a wide variety of tasks, while supporting a busy and growing team of 5 people.

**Position Overview:**   
As the Accounting Technician/Office Manager. As a growing company, tasks will range from handling full cycle accounting tasks managing office supplies, answering phones, providing client service, and assisting the team with a wide variety of tasks as needed. You will be responsible for accurate and timely preparation and analysis of all facets of the administrative operations of the company, including financial statement preparation, cash management, budget preparation and analysis, accounts receivable, accounts payable, employee benefits, payroll, and other duties as required.

**Reporting Structure:**  
You will report directly to the Co-Owners.

**Collaboration and Leadership:**  
While this role does not have direct reports at this time, you will be collaborating, supporting, leading, and implementing processes that will involve team members.

**Office Culture:**  
Our client’s office is hard-working and fun. They find satisfaction in providing solutions, equipment, and services that protect lives and infrastructure. The ideal candidate will thrive in a friendly, communicative, supportive, fun, trustworthy, and skilled environment. This person will have a great attitude, attention to detail and the willingness to learn at every step.

**Work Schedule:**  
Office hours are from 8:00 AM to 4:30 PM, in the office full-time. Our client’s team and their clients will rely on this person to be the ‘main hub’ of the office operations.

**Key Responsibilities**

**Financial Duties:**

* Manage the full cycle accounting relating to AP, AR, Payroll, T4’s, Bank Reconciliations, GST Remittances, Month End, Year End, EFT, and Customs Remittance.
* Experience with these portals for invoicing an asset (e.g., ARIBA, OpenInvoice, GEP Smart, etc.)
* Prepare and file GST, HST, PST, CBSA, T4, WCB, and corporate tax returns
* Deliver timely and accurate financial reporting, month-end close, cash management reports, balance sheet reconciliation, and bank reconciliation
* Handle cash management, wire transfers, EFT payments, online banking, and maintaining lines of credit and loans
* Implement and manage client procurement programs
* Process credit applications and references, assign credit limits and terms
* Provide reporting for budgeting and forecasting
* Conduct bank deposits and check the mailbox located in downtown Edmonton

**Technology and Systems:**

* QuickBooks Online (current software)
* Microsoft Office Suite
* Implement and manage inventory systems in QuickBooks and other software
* Source, implement, and manage CRM software
* Manage client’s 3rd party verifications
* Liaise with telecommunication and office equipment providers
* Liaise with tech support providers for software and hardware

**Administrative Duties:**

* Maintain an organized file system and comply with record retention requirements
* Maintain corporate registration, records, and business licenses
* Oversee facility management and equipment
* Monitor company insurance policies annually
* Personnel file maintenance and employee benefits administration
* Answer and transfer incoming phone calls
* Handle office and shop supplies procurement
* Liaise with office cleaners and a third-party HR provider
* Track and manage employee vacations and days off
* And all other administrative and operations duties as they arise

**Key Competencies:**

* A positive attitude
* Strong organizational skills and attention to detail
* Excellent written and verbal communication
* Proactive problem-solving and decision-making abilities
* Team player with the ability to work independently
* Ability to multi-task and follow through from beginning to end
* Proficient in learning new programs
* Willingness to take on additional tasks to help team members and/or related to the office
* Takes initiative to provide additional efficiencies and effectiveness to internal and external stakeholders

**Experience:**

* Minimum 5 years of experience
* Minimum of 5 years of QuickBooks experience, including use of the Projects function.
* Proficiency in Microsoft Office Suite and Adobe Acrobat
* Accounting certification is preferred

**Mandatory Requirements:**

* Strong accounting skills
* Valid driver's license and vehicle with a clean driving record
* Criminal record check
* Sign a non-disclosure agreement

**Compensation and Benefits:**

* Competitive base salary
* Comprehensive benefits package
* Paid holidays
* Company cell phone
* Mileage reimbursement for company purposes

If you are interested in this position, please contact [Catherine@cbibusiness.ca](mailto:Catherine@cbibusiness.ca)