



## **Office/Accounting Manager Job Description**

This office position is based in Golden, B.C. It is an in-person, full-time position. The work week is Monday through Thursday, 8:00-5:00pm. Employee health benefits begin after three months.

General scope of position includes customer service, bookkeeping, business administration, financial analysis and management.

Reporting to the Owner/President, the candidate will be accountable for the leadership and management of these areas and be an integral part of the senior leadership team.

The candidate must be able to effectively lead these business areas by proactively identifying, planning, communicating, and executing on what initiatives you feel are required for each project, each time period, each business objective, and each task.

Weekly tasks may vary according to the needs of the business, so a flexible working style is essential.

### **Duties and Responsibilities:**

- **Office and Customer Service:** General office management and management of employee records and benefits.
- **Full Cycle Bookkeeping:** Accounts receivable, accounts payable, bi-weekly payroll (25 employees), monthly and annual government filings and remittances, month-end reconciliations and preparation of basic monthly financial reports.
- **Financial Management:** Prepare financial statements, cash flow management, post intercompany transactions, prepare and manage year-end, liaise with corporate accountant for year-end filings, year-end adjustments, and closing trial balance.

- **Legal Administration:** Liaise with corporate lawyer on all matters relating to legal compliance, annual filings, and minute book maintenance.

**Knowledge and Skills:**

- Excellent computer skills with knowledge of and experience using accounting systems (experience with Sage 100 Contractor ideal), Google workspace, Microsoft suite, as well as other cloud-based collaborative productivity tools
- Strong financial acumen
- Confident and professional verbal and written communication
- Flexibility
- Excellent organizational skills, ability to set and manage priorities
- Ability to take initiative, requesting information as required and providing information you feel would be helpful to assist in the running of the business

**Pay Range:** Commensurate with skills and experience, open to negotiation.

**How to Apply?**

Please email a resume and cover letter to [recruitment@dogtoothconstruction.ca](mailto:recruitment@dogtoothconstruction.ca)