

## **ACCOUNTING/OFFICE ADMINISTRATION NANAIMO, BC**

Chemistry Consulting Group has been retained to conduct a confidential search for an Accounting/Office Administrator. Reporting to the General Manager and working closely with the owner of the business, the successful candidate will be the first point of contact for all accounting and payroll related inquiries.

A positive outlook and self-reflective nature coupled with solid QuickBooks, MS Office and general office administration skills would complement this friendly, high performing team.

### **About the Company**

Our client is a long-established Nanaimo based business in the technology industry. They offer a complete medical benefit package, RRSP investments, and a friendly flexible working environment. Although this position is on-site, they have a dynamic hybrid team with many team members working from home.

### **About the Role**

#### **Accounts Receivable**

- Primary contact for all invoice and payment inquiries from customers
- Accurately apply payments on customer invoices, resolve discrepancies, escalate as appropriate.
- Follow up with customers to ensure prompt payment, escalate as required and document accordingly.
- Assist with invoicing process, ensure approved credits are correctly posted and applied.
- Periodically reconcile customer invoices between CRM and accounting software.

#### **Payroll & Benefits**

- Internal point of contact for payroll and benefits inquiries from employees.
- Review approved time entries and timesheets, prepare and process bi-weekly payroll, post entry in accounting system.
- Process appropriate paperwork for new hires and terminations in the payroll system.
- Act as benefits plan administrator, answer employee questions, process new hires and termination with benefit provider.
- Maintain adequate documentation in employee's file.

#### **Accounts Payable**

- First point of contact for vendor payment inquiries.
- Match vendor invoices to purchase orders, validate accuracy and enter into systems.

- Investigate discrepancies, resolve issues, escalate as needed.
- Prepare bi-weekly vendor payment run and process approved payments.
- Maintain tracking system for fleet expenses.

### **General Administration**

- Maintain electronic filing system for accounting and administration.
- Serve as occasional backup phone support.
- Perform regular backups of accounting software, ensure backups are stored as per protocols.
- Provide select documentation to customers, vendors, and employees.

### **About You**

- A minimum of 5 years full-cycle bookkeeping and administration experience.
- Ability to work independently with a keen eye for detail and excellent oral and written communication skills.
- Candidates with a degree or diploma in Accounting will be preferred.
- Solid Quick Books and MS Office (Word, Excel, and PowerPoint) experience.
- Experience working with multiple systems is an asset.
- A learning mindset, pro-active approach to resolving issues, and a Customer centric attitude will be key attributes for the successful candidate.

To be considered for this opportunity, please visit [www.chemistryconsulting.ca/current-opportunities](http://www.chemistryconsulting.ca/current-opportunities) and follow the prompts to submit a resume and cover letter which clearly outlines your suitability by **noon on Friday, May 7, 2021**.

We thank all who apply but only those considered to be suitably qualified will be contacted for further consideration.