

Accounting and Office Administrator

With over 12 years providing Innovative Foundation Solutions for Problem Soils, **GeoSolv Design Build Inc. (www.geosolv.ca)** has grown to become a trusted service provider for many developers, owners, and contractors when they are faced with structurally challenging soil conditions on their development sites.

We are seeking a reliable and responsible **Book Keeper / Office Administrator** in our Woodbridge office. They will be responsible for all the accounting and office/administrative support for GeoSolv sales, marketing and project work.

Duties will include:

- Full Cycle accounting including A/P, A/R, P/R, Job Costing, & Equipment costing to the point of trial balance
- Weekly payroll entry for up to 10 hourly and 10 salaried positions.
- Accounts Payable processing and review with project managers.
- Government remittance calculations and timely remittances of HST, WSIB, Union, EHT, Corporate tax, Benefits.
- Monthly reporting requirements.
- Preparation of YE documents for external accountant firm.
- Assist with marketing initiatives e.g. organizing seminars/conferences, literature and collateral, trade shows, etc.
- General clerical and facility management duties as needed including mail/courier, proofread and word process documents, photo copy, phone system management, greet visitors, file, order supplies, equipment, repairs, security and run errands.
- As assigned by the President, perform other duties including assisting Senior Management with special projects.

Skills, Experience and Abilities Required

- 5 years minimum comparable experience book keeping and office/clerical support for a similarly sized company.
- Accounting in a construction environment and/or Construction experience is a big asset.
- Working towards an Accounting designation or under the old program, having completed at least the 2nd level CGA is required.
- Organized self-starter with great common sense who can juggle priorities and deliver tasks on time reliably.
- Fully proficient in Microsoft Office, especially Word, Excel, and Outlook plus an accounting software package is a must, Jonas ideal.

Thank you for your interest! Please send resume to employment@geosolv.ca.