

# Job Description

**JOB TITLE:**

Administrative/Accounting Specialist

**PURPOSE OF THE JOB:**

Maintains records of financial transactions by establishing accounts, posting transactions in accordance with the policies of the Canadian and UK offices.

**DUTIES & RESPONSIBILITIES:** Outline the main daily tasks and responsibilities of the position.

- Develops system to account for financial transactions by establishing a chart of accounts, defining bookkeeping policies and procedures.
- Understanding accounting best practices.
- Balances accounts by reconciling entries.
- Sending out invoices and managing accounts receivable ledger.
- Accounts payable, entering invoices, and processing payments.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Preparing accounts for monthly, quarterly, and annual reporting to the UK head office.
- Maintains historical records by filing documents.
- Monitor any variances from the projected budget
- Coordinate space and office organization; purchase and manage supplies and equipment.
- Controls inventory levels with our third-party warehouse as well as monitors that the inventory quantities are consistent in both software systems
- Coordinates annual physical inventory in our location and the third-party warehouse.
- Prepares financial reports by collecting, analysing, and summarizing account information and trends.
- Contributes to team effort by accomplishing related results as needed.

**Qualifications:**

- Previous experience in office administration, billing, finance, or other related fields is required
- Proficiency with QuickBooks and Microsoft Excel is required
- Knowledge of standard accounting procedures
- Experience with payroll would be considered an asset
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Strong attention to detail
- Strong organizational skills

**REPORTING TO:** To whom will the person report.

CEO

**WORKING HOURS:** Full Time; Part Time

Full Time Hours