

Accounting Associate

Job description

Safeline Group of Companies is seeking an intelligent worker to fulfill an accounting position that will assist the senior associates in accounting Administration. Having intermediate to expert knowledge with the full MS Office Suite, QuickBooks, and Windows 10 is preferred but not required. If the candidate does not possess this knowledge, the candidate must have an eagerness to learn and demonstrate an ability to learn quickly and independently.

The position will begin with basic office duties such as data-entry and filing and lead up to managing the administrative duties within the group of companies.

We are a group of companies with many facets ranging from general labour services, construction services and health and safety consulting, serving some of the top builders in the GTA. We are growing at a rapid rate and need someone to assist the company in core duties. We are looking for someone who is detail-oriented, hard-working and organized. This person must also have excellent written English skills, the ability to solve complex issues and works efficiently and accurately.

Responsibilities and Duties

Duties consist of:

- Assisting Controller and Assistant Controller with their duties and tasks
- Act as first point of contact with staff, resolve issues that may arise regarding payroll, etc.
- Data entry
- Accounts Receivable
- Invoicing
- Credit Card Expenses
- Answering and directing calls in a friendly manner
- Building templates for various forms using Microsoft Word
- Filing using an alphanumerical and chronological system
- General office duties

Qualifications and Skills

The person we are looking to hire will have:

- Strong language and communication skills
- Ability to closely follow instructions
- Superior time management and efficient workflow
- Proficient knowledge of computer functions in Windows 10
- Knowledge of MS Office and QuickBooks is a must
- Ability to learn new tasks independently; research solutions to problems
- Ability to receive work requests from associates and complete them accurately
- Excellent customer service skills
- An eye for detail and drive for accuracy
- Ability to work under pressure and strict deadlines in a fast-paced office environment
- A friendly, positive and easy-going attitude
- Someone who is willing to learn and grown within the company
- Reliable Vehicle is a must

Job Type: Full-time

Schedule:

- 8 hour shift

Work Location: One location