

Accounting Clerk & Administrative Assistant (Part Time)

The Canadian Scientific Submersible Facility (CSSF) is a world-recognized high technology firm located near Sidney, providing subsea research services to an international client base. Our system and team travel widely and are the world leaders in their field (note: travel is not required for this position).

We are seeking a keen multitasker for an available part-time (potentially leading to full time) position as an Accounting Clerk & Administrative Assistant. Please note, this role primarily performs accounting and finance functions, with lighter administrative support duties. This position reports to the Manager of Finance & Administration.

Tasks & Responsibilities

Accounting & Bookkeeping:

- Data entry in Sage50 (SimplyAccounting)
- Payment processing via Telpay (electronic fund transfers), Cambridge Link
- Processing payables, receivables, and reconciling
- GST/PST filings
- Credit Card & Bank reconciliations
- Monthly and quarterly financial reporting
- Project (job) tracking
- Audit working paper preparation
- Maintenance of chart of accounts
- Processing of contractor timesheets
- Preparation of other financial analyses or reports as needed
- Processing purchase orders and communicating with vendors

Administrative Support Duties:

- Maintaining digital records/filing
- Assist with international travel arrangements & logistics for crew
- Writing reports, general correspondence
- Managing email & communications from suppliers, contractors, and other parties
- Other general administrative support tasks
- Occasional light reception duties

Candidate Requirements

Skills/Attributes:

- strong multi-tasking abilities, and
- ability to self-direct and work independently (this position may involve being the only staff member on site at times)
- excellent organizational skills,
- strong attention to detail
- ability to prioritize competing deadlines

Software:Required:

- Windows 10 Operating System
- Sage50 (Simply Accounting)
- Excel, Outlook, Word, SharePoint

Knowledge of the following systems are an asset, but not required:

- Adobe Acrobat
- Telpay (electronic fund transfers)
- Cambridge Link (foreign currency transactions)

Education & Experience:

The successful candidate should have at least 2 years accounting/bookkeeping experience, and preference will be given to candidates with an undergraduate degree in accounting, business/commerce, or other applicable discipline.

Compensation & Perks

- Competitive compensation commensurate with experience
- Annual performance reviews
- Flexible working hours
- Comfortable, casual working environment
- Positive, growth-oriented atmosphere that encourages individual development

Application Instructions

Please email a cover letter and resume (in pdf format) to operations@ropos.com and place "Accounting Clerk Application" in the subject line.

No drop-ins or telephone inquiries, please.

This opportunity closes November 23rd. We will contact the successful applicants for follow-up and interviews.

For company information please visit www.ropos.com