



## **CONTRACT ADMINISTRATION/BOOKKEEPING FULL-TIME Position**

### **Job Summary:**

ONLINE QUICKBOOKS **is a must** for all accounting

- Account receivable and payable
- Weekly timesheet and payroll (QuickBooks)
- Project cost tracking (QuickBooks)
- Material tagging to each specific project (QuickBooks)
- Working alongside with our estimator preparing PO's and CO's on project start-up and progress (QuickBooks)

Assisting with project start up package consisting of the following documents:

- Notice of Project (NOP),
- Form 1000 from all trades
- WSIB from all trades
- Certificate of Insurance (COI) from all trades
- Company Health and safety policy including COVID policy (already prepared)
- Other specific requirements requested by our clients (Project specific)

Please forward resume to Matthew Ilott, [mattillot@rogers.com](mailto:mattillot@rogers.com) .