

# Bookkeeper/Administrative Assistant

We are seeking an experienced Bookkeeper/Administrative Assistant

## Perks & Benefits:

- Competitive pay.
- Room for growth inside a rapidly growing business.
- Fun & collaborative company culture.
- Free on-site parking - easy city access. In Person Role (Office Based)

## Full job description

### Excellent Career Opportunity! Great Coworkers.

We are looking for someone with experience in bookkeeping using primarily QuickBooks to help maintain the books and records of Jumbo Drywall Inc. ideally if you have HR experience that would be considered an asset. Previous experience as an executive assistant would be seen as added value. If you like to have an exciting career with rapidly growing business the successful candidate will join our team and be assigned a variety of tasks.

### Bookkeeping / Administrative / Responsibility

The role will require you to review, assist and in some cases complete some bookkeeping both electronically and manually, including but not limited to entering basic data on spreadsheets, recording source document receipts and invoices, reconciling bank accounts, credit card accounts, accounts receivable and payable. In addition, may also need to produce relevant reports including lists of receivables, payables, balance draft, electronic financial statements, payroll services, WSIB, etc.

### Skills / Qualifications / Experience:

- Telephone skills and Listening skills
- Verbal Communication
- Customer service experience
- Bookkeeping experience

### Primary Responsibilities:

- Demonstrate professionalism, confidentiality, maturity and good judgment.
- Bilingualism is an asset but not mandatory.
- Provide Monthly financial report and compared to budget monthly to Senior Leadership.

- Provide weekly administrative updates to Senior Leadership.
- Stay updated with all HR policy and ensure internal policy up to date.
- Support and be a back up to the Senior Leadership Group as required.
- Assist with bookkeeping and accountants, when necessary.
- Assist with year-end preparation of internal companies.
- Help during tax season with e-filing Prepare tax returns.
- Attend staff meetings and host meetings when needed.

**Secondary Responsibilities:**

- Maintain extensive knowledge of Microsoft Excel with macro and micro formulas in order to create and manage templates.
- Help with the start Plan and make sure internal systems are in place to keep good internal control.
- Maintain and update year-end templates and procedures as required.
- Responsible for any other duty and responsibilities as assigned by the Senior Leadership Group.

**Job Description:**

Jumbo Drywall is currently looking to hire an individual with the technical skills, experience and interpersonal skills to assist with projects within the company. To thrive in this role, you'll need to work independently at times and collaborate with coworkers, communicate well and be well organized. We are looking for a motivated individual with a proven track record in office administration, bookkeeping and customer service. You have a proven ability to work under pressure and prioritize when it requires, due to timelines but have the ability to self-manage workload to make sure things are done on time.

The candidate should have excellent communication, organizational and customer service skills, as you will be dealing directly with clients. In addition, an understanding of business practices will be an asset. Bilingualism is definitely an asset as our clients correspond in both French and English but for this position it is not mandatory.

You will be a key player within Jumbo Drywall Inc., and it is important that we find the right candidate to fill this role. We have a great work environment and a great team and we are looking for someone who is positive, outgoing and a team player, who will complement the atmosphere we have created.

Job Types: Full-time, Permanent (In Person)

Expected hours: 40hrs per week

Job Benefits:

- Casual dress
- Company events

- Flexible schedule
- On-site parking
- Paid time off

Flexible Language Requirement:

- French not required

Schedule:

- 8 hour shift

Experience:

- Bookkeeping: 1 year (preferred)

Work Location: In person (Ottawa Location)

**About the company:**

At Jumbo Drywall, we have been providing high-quality drywall installation and repair services for over a decade. Our team of experienced professionals is dedicated to delivering exceptional results and exceeding our clients' expectations.

Interested and qualified individuals, please forward your resume and cover letter to [info@jumbodrywall.com](mailto:info@jumbodrywall.com)

***We thank all applicants for their interest; however, only those selected for an interview will be contacted. No phone calls, please.***