



**Payroll/Bookkeeper/Office Manager  
Property Developer  
Peterborough, Ontario**  
(File Reference: PBO-2017)

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We are conducting a number of searches on behalf of Clients for Bookkeepers, Office Managers and Payroll Administrators.

We are not a staffing agency. All placements are full-time positions, directly with our Client-employers, all of whom offer permanent positions with competitive compensation and group health benefits.

Compensation for these positions vary by employer, but range from \$35,000 - \$45,000 annually in addition to group health benefits.

**PRIMARY JOB FUNCTIONS:**

- Maintain financial records of the organization using bookkeeping software and spreadsheets.
- Perform full-cycle bookkeeping duties, including Accounts Receivable, Account Payable, Payroll and General Ledger entries.
- Maintain and monitor use of petty cash funds.
- Coordinate purchase of supplies, manage inventories, and approve invoices for payments.
- Effectively communicate with vendors and managers regarding contract documents, change orders and other contract modifications related to projects and orders.
- General office work including but not limited to: data entry, filing, photocopying, scheduling, mail sorting, responding to emails, and taking messages.
- Address all incoming emails and phone calls concerning the accounts payable status on cheque releases.
- Reconcile invoices and expenses.
- *(For the Payroll position only):*
  - Lead orientation for new employees and address basic payroll and human resources related inquiries.
  - Manage bi-weekly payroll submissions.
  - Verify, reconcile and process payroll based on employee time sheet data, making adjustments where necessary

- Prepare WSIB reports online.
  - Administer insurance paperwork.
- Other duties as required.

**EDUCATION AND WORK EXPERIENCE REQUIRED:**

- Diploma or degree in Accounting, Finance, or Office Administration
- Must have at least 3 years of hands-on accounting experience
- Experience with Payroll processing (Ceridian or ADP system preferred but not strictly required)
- High degree of computer literacy, including expert-level knowledge of Quickbooks and MS Office Suite.
- Excellent sense of accuracy and ability to troubleshoot financial documentation.
- Strong interpersonal and organizational skills

A competitive compensation package is being offered, including company-paid health benefits.

For further consideration, highly qualified Candidates are invited to submit their resume information in confidence to (please quote the File Reference number above):

Recruiting Manager  
**SHRP Limited | [hr@savinohrp.ca](mailto:hr@savinohrp.ca)**  
[www.savinohrp.ca](http://www.savinohrp.ca)

*While we appreciate all applications, we can only contact those individuals selected for interview.*

*We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, Applicants are requested to make their needs known in advance).*