



Bookkeepers / Accounting Technicians / Office Managers Peterborough, Lakefield, Lindsay, Kawartha Lakes, Ontario

(File Reference: PBO-2019)

On an ongoing basis, we are recruiting Bookkeepers and Office Managers on behalf of a number of Clients in the Peterborough, Kawartha Lakes and surrounding regions. A key position in these organizations, the role is generally responsible for the coordination of administrative and accounting activities in a busy office setting.

KEY ACCOUNTABILITIES:

- Maintain financial records using bookkeeping software and spreadsheets.
- Balance deposits (check, cash, credit, e-transfer, POS, online, etc) at the end of each day.
- Many of these positions coordinate and process Payroll.
- Perform Accounts Receivable functions including collections and billing.
- Set up financing and repeat payment options for customers (credit cards, PAD void checks, etc).
- Coordinate purchase of supplies, manage inventories, and approve invoices for payment.
- Effectively communicate with vendors and managers regarding contract documents, change orders and other contract modifications related to projects and orders.
- Write up letters, sales contracts and quotes as required.
- Prepare, collect and record payment of third-party bills.
- Communicate and follow up with customers regarding quotes.
- Provide customer service regarding billing issues.
- General office administrative duties such as faxing, scanning documents, filing, maintaining records, etc.
- Monitor petty cash fund.
- Other duties as required.

EDUCATION AND QUALIFICATIONS

- Certificate or degree in Accounting or Bookkeeping.
- Demonstrated effective verbal and written communication, interpersonal and problem-solving skills.

- Proficiency in computer applications: Microsoft Office suite (particularly Excel), and Quickbooks, Sage or similar software.
- Ability to set priorities and organize work accordingly in a busy office setting.
- Strong attention to detail.

For further consideration, highly qualified Candidates are invited to submit their resume information in confidence, quoting the above file number. We treat your information confidentially (*please identify any organizations with whom you do not wish your information shared*):

Recruiting Manager
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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).