

Position:

Office Manager/Bookkeeper
tabl'eau Filtered Water LP

Location:

Mississauga, ON

Website:

www.tableaufilteredwater.com

Organization:

tabl'eau filtered water provides exceptional drinking water while advocating sustainability. tabl'eau enables the purification of municipal tap water using state-of-the-art filtration systems to produce premium quality ambient, chilled still and sparkling water. The tabl'eau solution facilitates the elimination of bottled water, including the carbon footprint from packaging, transport and recycling of water bottles.

Office Manager/Bookkeeper:

We are seeking an Office Manager/Bookkeeper with strong financial and business acumen to manage our warehouse office operations, provide organizational administrative support and bookkeeping. The ideal candidate will be experienced in handling a wide range of bookkeeping, project management and administrative functions in order to ensure high organizational effectiveness and efficiency, and able to work independently with little or no supervision. Experience in working in a computer environment is a prerequisite including a designation as a Professional Bookkeeper, with experience in cloud based accounting software such as XERO. This person must be entrepreneurial and have an innovative approach.

Responsibilities:

General Administration and Support

- Responsible for day-to-day administrative duties
- Answer, screen and forward incoming calls and redirect info@ during business hours
- Provide basic information when needed
- Organize calendars and schedule meetings, travel and appointments for management
- Receive, send and coordinate deliveries/couriers/mail
- Assist with shipping and receiving logistics
- Serve as the point person for general administrative operations, couriers and office supplies
- Develop and manage positive relationships at all levels with staff, clients, vendors, service providers and landlord

Bookkeeping

- Using the online accounting software "XERO", record all financial transactions, including purchases, sales, leases, receipts and payments
- Maintain a reconciled spreadsheet of ongoing lease programs with our clients
- Manage office G&A budget, ensure accurate and timely reporting
- Maintain a perpetual inventory management system
- Process accounts receivable/payables and staff reimbursements in a timely manner
- Manage and process credit/debit card transactions
- Prepare payroll and remit payroll deductions to CRA in a timely manner
- Ensure the general ledger is reconciled and provide a weekly trial balance report
- Prepare financial analysis as requested
- Manage collection of accounts receivable in a timely manner
- Complete GST/HST and PST tax forms and remit in a timely basis
- Work under the guidance of the financial advisor/CFO

Requirements

- Certified Professional Bookkeeper Designation (Canada)
- Proficient in MS Office, OS X and XERO Accounting Software
- Proven office management and administrative experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational, project management and planning skills
- Proven inventory and logistics reporting experience
- Solid understanding and proven experience with bookkeeping and accounting principles
- High degree of accuracy and attention to detail
- Must be flexible and willing to do a variety of duties

Apply:

If you are interested and qualified, please email your PDF resume, cover letter along with salary expectations to info@tableaufilteredwater.com and quote Office Manager/Bookkeeper in the subject line. Thank you for your interest in the role. Please be advised that only those candidates qualified will be invited for an interview.