

JOB POSTING

Position

Accounting Assistant – Permanent Part Time

Work Site

Envirogreen Technologies Ltd. (ETL) head office: Unit 106, 9770-196A Street, Langley, BC.

About Envirogreen Technologies

Envirogreen Technologies Ltd. (ETL) is an established waste management company, leading the way in the treatment of hazardous and non-hazardous wastes. Our permitted hazardous waste treatment facility located outside of Princeton, BC, utilizes thermal desorption technology to treat a wide range of industrial waste and contaminated soil.

The Opportunity

ETL is looking for a motivated Accounting Assistant with proven experience to join our team.

The Accounting Assistant works under the direction of the Administrative Manager and works with other employees within the company to ensure safe work practices and policies, compliances and regulations are adhered.

The Accounting Assistant will be responsible for a variety of tasks. The individual will be responsible for completing all tasks associated with full cycle accounting assuring compliance with all applicable federal and provincial regulations and company policies. Integrity and strong attention to detail are crucial for this role.

Requirements

- Minimum 5 years hands-on related accounting experience
- Certificate, Diploma or Degree relevant to accounting an asset
- Licence: Valid Class 5 driver's licence and access to reliable transportation
- Language: English
- Typing: minimum 40 wpm
- Proficient use of office-based software including computerized accounting systems, Microsoft Office Suite (upper level excel and word skills required)
- Solid work history and attendance record
- Proven ability to build strong working relationships
- Experience with payroll systems and internal controls
- Great time management skills
- Exceptional written and verbal communication skills
- Must be very detail oriented with capturing data and preparing correspondence

- Willing to learn and provide ideas and/or out-of-the-box solutions
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Strong problem identification and problem resolution skills

Core Job Duties

- Complete monthly reconciliation for all bank accounts
- Posting deposits
- Journal Entries
- Accounts Receivable and Collections
- Prepare weekly cash flow reports for Management
- Set up and maintain PAD's and EFT's
- Complete and File EHT, WorkSafeBC, GST, PST remittances
- Maintain year-end working papers and spreadsheets, and assist with preparation for any audits or independent reviews with support from Management
- Maintain current knowledge of regulatory changes and impacts on the organization's books of account
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities
- Maintain up-to-date, complete, and systematic filing system to support book-keeping and financial records
- Furnish internal reports, revise, and update reports to be more useful and efficient, and furnish external reports as necessary
- Assist in maintaining policy and procedure documentation for financial and accounting issues
- Other duties, relevant to the position, shall be assigned as required.

Qualified applicants send resume to Envirogreen Technologies Ltd.: careers@envirogreentech.com

Qualified applicants should visit Envirogreen Technologies website: www.envirogreentech.com