

JOB POSTING

Position

Accounting Assistant (Permanent Full Time)

Work Site

Envirogreen Technologies Ltd. (ETL) head office: Unit 101, 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 Accounting Manager and collaborates 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 completing 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 3-5 years hands-on related accounting experience
- Certificate, Diploma or Degree relevant to Accounting is required
- Proficient use of office-based software including computerized accounting systems, Microsoft Office Suite (upper level excel is required)
- Ability to manage time efficiently to meet deadlines
- Ability to communicate clearly with internal and external stakeholders
- Must be detail oriented with capturing data and preparing correspondence
- Willing to learn and be proactive
- 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 reconciliations



- Responsible for entering sales invoices and record receipts
- Record Journal Entries (JEs)
- Monitor Accounts Receivable (AR) and manage collection of payments to ensure receivables are current
- Prepare weekly cash flow reports for management
- Set up and maintain PAD's and EFT's
- GST remittances
- Payroll/AP Backup Support – as required
- Assist with period end procedures
- Maintain current knowledge of regulatory changes pertaining to accounting and a thorough understanding of how these changes would impact the Company
- Maintain complete records keeping for all financial and bookkeeping activities
- Furnish internal reports tailored to tasks assigned, and furnish external reports as directed by management
- Assist in maintaining policies and procedures for financial and accounting findings
- Other duties, relevant to the position, shall be assigned as required

Salary Range: \$23 to \$30/ Hour

Competitive benefits package after completion of 3 months with ETL

Free parking

RRSP match after one year of employment

Eligibility for production bonuses

Please note, the salary range mentioned in this job posting should serve as a guide. The final compensation offered may vary based on a variety of factors including bonuses and/or incentives, or a candidate's skills and experience. Envirogreen Technologies Ltd. committed to providing a fair, equitable, and competitive rewards package that reflects the value an individual brings to our organization.

Qualified applicants send resume to Envirogreen Technologies Ltd.:

careers@envirogreentech.com

Qualified applicants should visit Envirogreen Technologies website:

www.envirogreentech.com