



Company Overview

Velocity Mechanical Inc is a vibrant construction company. We are a well-established highly reputable company that provides cost effective professional service for engineered bid and spec projects and design-build mechanical solutions that focus on fulfilling the building construction needs of developers, municipalities, and industrial commercial companies

Position Overview

The successful applicant will be involved in all aspects of Accounts Payable and Administration. The candidate must be a self-motivated individual with excellent interpersonal and communication skills as well as considerable knowledge of principles & practices of accounting. Candidates must have a related post-secondary degree or diploma and have previous experience in accounting. Preference will be given to candidates with previous experience in a construction environment

Duties and Responsibilities

- Responsible for completing routine bookkeeping and accounting tasks
- Data entry of invoices and timesheets
- Matching of invoices, with packing slips
- Setting up new Suppliers and communicating with suppliers
- Following up with customers, re: invoices with discrepancies
- Filing payable invoices electronically
- Maintain and follow-up with internal deadline(s) as per procedures
- Responding to queries and correcting errors
- Prepares standard documentation and administration
- Other administrative duties as required

Education and Experience

Minimum 3 years of experience

Qualifications

- Solid bookkeeping foundation and understanding of accounting concepts
- Effective written and verbal communication skills
- Strong interpersonal and customer service skills
- Highly organized and able to work independently
- Takes initiative and embraces new challenges
- Strong proficiency in MS Excel, Word and Sage 100 Accounting is a plus
- Develop/maintain documents, spreadsheets, databases.
- Excellent written and oral English communication skills
- Demonstrates resilience, and able to deliver on commitments and be accountable for results
- Proven administrative experience in an office setting



What should you possess:

- A dynamic, positive, customer-focused attitude, and the ability to interact positively and effectively with all levels within the organization
- Self-motivated and able to manage, organize and prioritize work independently
- Strong attention to detail and accuracy
- Excellent interpersonal, communication and organizational skills

What We Offer

Competitive compensation

An expansive benefit program medical benefits, dental benefits, group insurance benefits, life insurance benefits, pension plan benefits, other benefits

Opportunity for growth and advancement within Velocity Mechanical Inc

Interested and qualified applications can send their resume to hr@velocitymechanical.com

We thank all applicants for their interest but wish to advise that only those selected for the interview will be contacted