

Accounting Clerk / Admin Assistant

VanDel Construction has an exciting opportunity for an Accounting Clerk / Admin Assistant to join our growing team in Bloomingdale. If you enjoy working within a collaborative and knowledgeable team on an exciting range of projects, we want to meet you!

VanDel Construction Limited has been Building a Better Way since 1974 as one of South Western Ontario's premier constructor of Institutional, Commercial, Industrial (ICI) Senior Living/Retirement, Hotel and Residential High/Mid Rise projects.

The dedication and commitment of our employees continue to be the foundation of our growing business resulting in a solid reputation for superior quality and long-lasting customer relationships.

The Accounting Clerk / Admin Assistant will report to the Controller and be responsible for a variety of accounting and administrative duties in support of the VanDel Construction office. The individual will perform standard receptionist duties in addition to accounting duties such as preparing documentation, providing administration support to partners and to accounting, planning and coordinating office events, and assisting with marketing related activities.

Roles and Responsibilities:

Accounting – 70%

Accounts Payable

- . Full accounts payable cycle – obtaining authorizations, coding and computer input via Timberscan
- . System Maintenance – vendor updates
- . Filing – A/P checks and expenses
- . Matching of invoices to packing slips and cheques
- . Retrieve and open mail

Other Accounting Duties

- . Preparing account analysis as needed
- . Assist at yearend
- . AR collections when needed

Administrative Support - Projects – 30%

- . Telephone and front desk receptions
- . Greet and welcome clients and visitors and create a positive first impression of the company
- . Customer service
- . Database and records management
- . Office and supply maintenance
- . Coordinating and managing office events, safety meetings.

Qualifications and Skills:

- College grad with a background in accounting or business preferred
- 3+ years of experience in A/P or A/R, with experience in a Construction environment would be an asset
- Extremely proficient in Excel is necessary and the ability to become familiar with firm-specific programs and software
- Customer service skills
- Excellent written and verbal communication skills
- Organizational skills
- Attention to detail and accuracy with numbers required

Application deadline: 2020-Dec-11

Job Type: Full-time

Salary: Competitive Salary with Benefits and RRSP program

Hours of Work:

7:30am – 4:00pm