

JOB DESCRIPTION

ACCOUNTING/ADMIN & LOGISTICS ASSISTANT

Brief description

The position of admin/logistics assistant, accounting support consists of being responsible for providing administrative, logistics, accounting services to ensure effective and efficient operations.

Tasks

Logistics & Admin Assistant Responsibilities:

- Managing Shipping: this includes creating and scheduling all shipments, creating customs executives, committees, and boards of directors. Documents, following up with logistics and ensure timely delivery and pick up,
- Make travel arrangements for executives.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing essential bookkeeping work.

Accounting Responsibilities:

- Knowledge in QuickBooks
- Prepare monthly and annual financial statements
- Creating and sending all PO's and Invoices
- Payroll processing.
- Post data to the sales journal;
- Filing of regulatory returns (PST, GST, WCB)
- Manage and pay all bills, resolve billing or statement discrepancies.
- Maintain files, including the filing of general ledger journal vouchers, accounts payable documentation, and other miscellaneous filings.
- Monitor receivables and following up of overdue accounts

Qualifications and requirements

- Strong understanding of accounting principles and experience preparing financial statements
- Comfortable and competent using QuickBooks
- Strong logistics and US customs requirements knowledge
- Comfortable working in a small office environment
- Team player

Benefits:

- Life Insurance
- Extended Health (Prescription/Services)
- Dental Premium

Lines of communication and working conditions:

- Position reports to Managing Director
 - 8 hours shift: 8:00AM to 4:30PM with 30 minutes Break
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