



## Bookkeeper and Office Administrator

**HOURS:** Full Time

**LOCATION:** Icy Waters Ltd, Whitehorse, Yukon, Canada

**WAGE:** Dependant on experience

Icy Waters Ltd. is one of the premier Arctic Char farms in the world; dedicated to the development, growth, processing and sale of premium Arctic Charr and “Yukon Gold” Arctic Charr ova.

**Key Objectives of Role:** To ensure the long-term financial health of the company through the timely recording and reporting of all financial transactions and obligations.

### Primary Functions:

- Perform the general accounting function and handle all day-to-day bookkeeping activities
- Conduct all administrative aspects of the company
- Conduct basic human resource functions (including payroll and job postings)
- Perform financial and managerial reporting (including monthly budget review, cash flow statement and performance metric reports)

### Specific Duties:

- Handle all daily bookkeeping activities, which include:
  - Day to day processing of all sales and billing documentation
  - Accounts receivable and collections
  - Accounts payable and disbursements
  - Bank deposits and petty cash management
  - All government remittances and filings
- Generate monthly accounting reports, which include:
  - Inventory calculations and reconciliation
  - Bank and visa account reconciliations
  - Financial statements and other reports for operations
- Human Resource and Payroll functions
  - Payroll management – submit payroll, track vacations, and investigate discrepancies
  - Hiring – create job descriptions, post ads, receive and screen resumes, deliver offers, and execute new hire paperwork
  - Staff information management – keep employee personal information, current contact lists, and training records
- General administrative duties, which include:
  - Answering the phone and directing calls to appropriate person
  - Being the first point of contact for any visitors to Icy Waters (including retail sales to walk-in customers)
  - Mail pickup and delivery, sending courier packages
  - Purchase and pick up supplies from downtown
  - Assist managers with administration and support as needed
  - Assist the Vice President - Aquaculture and other executives with reviewing financial results

**Qualifications:**

- Minimum of 3 years' experience with managing the accounting function of a small to medium size business
- University / College degree in Business/ Accounting
- Excellent written and spoken English
- Experience with Quickbooks Online or other online accounting applications
- Highly skilled in Microsoft Word, Excel, Outlook, and SharePoint
- Experience with Synerion or other time tracking systems an asset
- Experience with the preparation of forecasts, budgets, and management reports
- Payroll CPC or CPM designation and Human Resource experience is an asset
- Highly organized and efficient with excellent attention to detail and accuracy
- Ability to function in a self-directed manner, handle multiple tasks, and take ownership for work
- Outgoing, positive personality with the ability to work well with others

**Job Start Date: Term May 21, 2019 – October 15, 2019 - this is a maternity leave position.**

**SEND RESUME TO: [admin@icywaters.com](mailto:admin@icywaters.com) – Re: Bookkeeper and Office Administrator 2019**