

Bookkeeping Specialist

Global Analyzer Systems is the premier emissions monitoring service provider in Western Canada. We build, install and maintain emissions monitoring systems, with a full range of regulatory consulting services to help manage and ensure compliance for facilities in a variety of industries. We are a leader in the air monitoring industry through innovation and world-class service, aiming to improve emissions measurement technology here in Canada and across the globe.

We are looking for a full-time, reliable, energetic and independent individual to join our accounting team. The successful candidate will be responsible for day to day duties including the Accounts Payable cycle, resolving issues, completing special projects, and providing general support to the Senior Management team. The Bookkeeping Specialist will report directly to the Administration Lead.

Responsibilities

The responsibilities of this role include, but are not limited to:

- Accurate and timely processing / routing of vendor invoices through QuickBooks Online
- Monitor and resolve the exception queue.
- Review and resolve all incoming emails in the accounting inbox.
- Review and process employee personal expense claims in a timely manner.
- Prepare monthly journal entries.
- Process weekly payment runs including EFT, ACH, wires, cheques, etc.
- Monitor and reconcile vendor auto-debit payments.
- Perform vendor account reconciliations and investigate discrepancies on vendor statements.
- Maintain effective and timely communication with all internal/external stakeholders.
- Assist in managing corporate credit card program.
- Assist Vendor Management in ensuring accuracy of new vendor setups through QuickBooks.

Qualifications

- Post-Secondary education plus at least two years of experience in a similar role.
- Advanced understanding of how entries affect the financials and the ability to correct entries.
- Experience with purchase orders, month end and expense accruals.
- Extensive working knowledge of Microsoft Office, specifically Excel (work experience preferred).
- Experience with corporate card programs is highly preferred.
- Preference will be given to candidates with experience in QuickBooks Online.
- Experience with billable time and third-party expenses is an asset.
- The successful candidate must be bondable

The ideal candidate is:

- Organized, reliable, self-starter with a high degree of integrity.
- A team player, with the ability to lead and follow instruction when required.
- Proven ability to problem-solve, multitask and manage multiple priorities.
- Tactful, diplomatic, and professional when interacting with others.
- Must be organized, self-motivated and work well under pressure.

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- Excellent written and verbal communication skills.

Work Environment

Some of the benefits of working at Global Analyzer Systems include:

- Team-first environment, with an emphasis on open communication, and employee engagement (including a fun and informal workplace).
- Fast-paced with a variety of technical challenges and opportunities.
- High level of trust and autonomy, with minimal supervision.
- Upward mobility and opportunity to grow within company.

Compensation

Competitive compensation based on skill and experience level as well as a benefits package.

Projected Start Date

Available immediately.

Location

Calgary, AB

Job Type

Full Time