



ACCOUNTING ADMINISTRATOR

ADMINISTRATION

POSITION OVERVIEW

We're looking for someone to join our Accounting team at our head office in Abbotsford, BC. The successful candidate will have strong time management and prioritization skills and be able to learn on the fly while providing excellent customer service. A team player with a positive personality, strong work ethic and attention to detail and accuracy are a must.

KEY RESPONSIBILITIES

- Accounts payable process
- Coding and entry of invoices into Microsoft Navision
- Match vendor invoices to purchase orders and packing slips.
- Distribute vendor invoices for authorization, assist with GL/department coding.
- Process weekly cheque runs or bank wires and reconcile vendor statements.
- Preparation of employee expense reports, and processing company visa's.
- Prepare multi-currency bank reconciliations and inter-company transfers
- Post journal entries and perform account reconciliations.
- Manage incoming calls and direct accordingly in a friendly and professional manner.
- Pick up and distribute incoming mail daily; prepare outgoing mail and maintain postage meter.
- Coordinate replenishment of office and kitchen supplies.
- Assist in arranging travel plans or company events.
- Assisting with various projects as requested by the Controller.

WHO YOU ARE

- Post-Secondary degree or diploma in Accounting
- Minimum 2 years' experience in a similar role.
- Strong computer skills with proficiency in Excel and other MS Office programs required.
- Possess a polite and professional telephone manner.
- Desire to help other positions, approachable personality.
- Demonstrates consistent reliability and responsibility.
- Excellent organizational and clear communication skills.
- Able to contribute positively to a team environment.
- A self-starter who can work under minimal supervision.

WHAT WE OFFER

We work hard to offer a unique and fun culture at Bigfoot Crane. Our core values include Integrity, Passion, Innovation, Preciseness, Balance and Caring.

- \$45,000 - \$50,000 Annual Salary based on experience
- 2 weeks' paid vacation
- Extended Medical, Dental and Paramedicals (Chiro etc.)
- MSP Paid
- RRSP program

To Apply: Please email your resume (PDF or Word doc) to HR@BIGFOOTCRANE.COM



ABOUT BIGFOOT

At Bigfoot, we believe our success begins with the team we build. As a small diverse non-union company, we need agile team members keen to grow and work in various aspects of our service business. Continued education and development are a core belief, and we proactively support our crew to reach new heights - literally and figuratively. Our business includes rentals, sales and service for Self-Erecting Tower Cranes, Traditional Tower Cranes, Construction Hoists and Rooftop Derrick Cranes. We are a "pitch in" and "roll up your sleeves" kind of place, cultivating a strong team environment. We actively promote a culture high in honesty and integrity. Legendary Service: It's what we do.