



## **OFFICE MANAGER**

Avante Concrete is a well established (40+ years) concrete construction business located in South Surrey. We are hiring a full-time Office Manager (35 hours per week) that is well-versed in full cycle accounts receivable, accounts payable, and payroll. This role is suited to a self-motivated individual who prefers working in a small office environment

### Duties and Responsibilities:

- Full cycle accounts receivable, accounts payable, and payroll along with general office management duties

### FINANCIAL

- Daily invoicing of clients and pro-active follow up with sales team
- Ensure clients' accounts are in good standing, and address those with past due amounts
- Review supplier invoices for valid coding, approvals, and tax treatment
- Entry of Accounts Payable and payment of invoices
- Ensure accuracy of job cost coding
- Process and reconcile corporate credit card transactions
- Contract administration
- Provide ad hoc financial reports as required

### PAYROLL / HR

- Collect, compile and enter payroll data into Quickbooks using integrated time tracking software
- Verify that all payroll entries are accurate and in compliance with Employment Standards Act, statutory deduction requirements and carried out in accordance with established policies and procedures
- Setup and maintain employees on company benefits plan
- WorkSafeBC claims management
- Maintain and update company OH&S Manual

### OFFICE MANAGEMENT

- Telecommunications management including troubleshooting of landline and cell phones

- IT Management with external contractor
- File Management
- Fleet management
- Weekly social media posts – Instagram, Facebook, Twitter
- Answering phones, directing calls, and responding to inquiries in a professional manner
- Continue to look for effective and efficient ways to improve day to day operational objectives
- Performs other related duties as required

#### Desired Skills and Experience

- Minimum 3 years full cycle accounts receivable, accounts payable, and/or payroll experience
- Minimum 1 year office management or related experience
- Solid understanding of bookkeeping principles
- Experience with Quickbooks
- Strong proficiency with MS Word, Excel, and Outlook
- Ability to build rapport with clients
- Well versed and display articulate phone and written presence that's confident, yet personable.
- High level of accuracy and ability to multi-task
- Strong analytical and problem solving skills.
- Self-motivated and versatile enough to work in a team setting, or independently without constant supervision.
- Must be fluent in English, both verbal and written.

This position is a full-time 35 hours per week position Monday through Friday 8:30 am – 4:00 pm

Starting wage dependent upon experience

Benefits and Extended Health Care (dental, vision care, travel insurance, life insurance)

Registered Retirement Savings Plan matching

Employee Assistance Program (counselling services, online resources, perk and discounts)

To apply e-mail: [pfreeman@avanteconcrete.com](mailto:pfreeman@avanteconcrete.com)

We thank all applicants for their interest, however only short-listed candidates will be contacted.