

Office Manager / AP & AR (Red Deer, Alberta)

AEC Industrial Solutions designs and integrates world class Automation, Electrical & Control solutions for motor and pump controls. AEC has a committed well trained staff dedicated to designing and providing custom solutions, and partners with top tier manufacturers of industrial automation and control equipment.

Job Description

Reporting directly to the management team, this position will be assigned the following duties and responsibilities:

- Entry of accounts payable transactions
- Reconciliation of vendor accounts with cheque preparation
- Preparation of accounts receivable invoices
- Financial Reporting – job cost reporting, credit card reconciliation
- Daily timecard entry and payroll posting
- Safety – maintain COR certification by ensuring all safety practices and paperwork are completed
- Marketing – assist in various marketing tasks as required
- Various Human Resource duties including, job ads, managing benefits, event planning.
- Various office duties as required (answering phones, filing, etc)

Skills & Abilities

The successful applicant will possess the following skills and abilities:

- Knowledge of accounts payable, accounts receivable, and maintaining general ledgers,
- Ability to work with a high degree of accuracy and attention to detail,
- Outstanding organization and time management skills,
- Ability to prioritize tasks and meet deadlines,
- Self-motivated and a team player;
- Ability to work alone and unsupervised for periods of time;
- Effective communication skills.

Qualifications

The successful applicant will possess the following qualifications:

- Certificate or Diploma in accounting or finance an asset
- Strong analytical and problem solving skills
- Proficient in Microsoft Office Applications: Word, Excel, Outlook, etc.
- Experience in Sage 100 Contractor an asset

Please submit your resume with references to careers@aec.ca