

Office Administrator

Job Summary:

Promac Equipment is growing. We are looking for a key contributor to join our team and grow with us. This role will primarily be responsible for the day-to-day financial operations of PME, while supporting the Controller in overall financial matters of the Company.

Essential Duties and Responsibilities:

- Manages the daily operations of the accounting function, including AP / AR processing
- Monitor and analyze accounting data
- Calculate variances from the budget and report significant issues to management
- Reconcile all balance sheet accounts including inventory and WIP to ensure accuracy and data integrity
- This position will initially cover all office and accounting duties with the expectation to grow into a more senior level accounting position. We are looking for a candidate that will grow with the company

Qualifications and Experience

- A minimum of 3 years of relevant work experience, in an Accounting or Office Administrator role
- Intermediate level in formal Accounting or Management Accounting with a good understanding of fundamental accounting principles
- Excellent communicator and problem-solver with critical and analytical thinking skills
- Previous experience with Cloud based platforms, such as ZohoBooks, as well as manufacturing ERP software such as Global Shop Solutions would be an asset
- Accounting experience in a manufacturing environment and/or inventory accounting experience would be an asset

At Promac, we believe that every person deserves to have purpose in their careers. We will provide you with the tools and opportunities to live and contribute to our core values:

- Passionate and Engaged
- Inspired to Improve and Grow
- Disciplined Problems Solvers
- In It to Win it

To Apply:

Please apply with a cover letter and resume to Mike Williams, CPHR, Human Resources Leader. mikewilliams@promacgroup.ca