



Job Description: Bookkeeper/Administrative assistant

Role: This important position is at the centre of office and administrative activities. It includes professional bookkeeping capabilities combined with personable attributes for client, supplier, and team communication. This detail-oriented role includes administrative onboarding of staff and provides timely administrative support to operations, sales and management. It is the first point of contact in our proactive sales lead process.

Responsibilities:

- Bookkeeping: Insuring A/R (invoice, process payments, overdue accts), A/P, Reconciliations, Remittances, Payroll are entered in a timely manner.
- Responsible for incoming call delegation.
- Responsible for timely communication as a liaison between ops and clients.
- Acts as a failsafe to verify completion of due diligence training as per company policy.
- Ensures all employee data and signoffs are completed and up to date annually.
- CRM (LMN) is accurate, updated regularly and is used to its fullest potential.
- Protect sensitive internal company information.
- Safeguard passwords, logins, etc.

Results:

Bookkeeping

Client accts are paid on time with little to no disagreement on invoice detail.

A/P is being effectively managed.

Statement reconciliations, remittances and payroll are all accurate and timely.

All reports produced from Quickbooks are correct.

Communication

Effective back office communication to and from the field and clients.

Significant contribution to Seamless customer experience management.

Job Description: Bookkeeper/Administrative assistant

Due Diligence

Training and employee records are fully compliant.

Confidentiality

Diligent protection of secure and confidential company and client data.

Skills, Qualifications, Personal traits:

Skills

Quickly adapt to new software platforms as required.

Efficient and effective time management.

Organized.

Works interdependently and independently.

Qualifications

Certificate or diploma in bookkeeping

Demonstrated proficiency with Quickbooks with references.

Proficiency with Microsoft Office (Excel, Word, etc.)

Personal traits

Personable and positive

Respect confidentiality

Trustworthy

Ethical

Honest

Dependable

Communication, Humour, Integrity, Expertise, Fairness

Our Mission: By combining the science of horticulture with expert practices, we're masters at having fun doing what we do best.

Our vision of success includes spaces which enhance our clients' outdoor enjoyment at home, along with profitable growth to fund our highest career and business potential.