



ACCOUNTING ADMINISTRATOR

About Us:

Smartrend Manufacturing Group (SMG), Inc., established in 2004, is a leading supplier of customer-specific engineered parts and assemblies for transportation industries and general industrial applications. In 2018, First Light Safety Products (FLSP) was created as a tradename under SMG, to pioneer self-contained illuminated safety products for the pupil transportation industry. In the years since FLSP has emerged as the market leader for Illuminated School Bus Signs and Fully Illuminated Stop Arms and pursued exclusivity over its products and technologies through considerable investment in proprietary know-how and patent protection.

Summary:

Reporting to the Director of Finance, the **Accounting Administrator** will be responsible for daily bookkeeping, accounts payable, and accounts receivable. The successful candidate is a methodical, detail oriented professional with experience in bookkeeping and who enjoys a challenging and fast-paced work environment.

Detailed Duties and Responsibilities:

- Accounts Payable – Matching invoices and packing slips, coding, and entering invoices, filing invoices to be paid and processing payments.
- Accounts Receivable – Creating and sending customer invoices, entering customer payments, and following up on past due accounts.
- Entering receipts for goods received including exchange and freight.
- Preparing payment worksheets for purchase orders and container payments from China.
- Enter month end journal entries and reconciliations.
- Track invoices for PST self-assessment.
- Prepare monthly GST filing.
- Maintain filing of all documents.

Knowledge, Skills, and Abilities Required:

- Greater than 3 years proven work experience as a Bookkeeper/Accounting Administrator or similar role is required.
- Experience in a manufacturing facility is an asset
- Experience with Sage 300 accounting software is an asset.
- Advanced knowledge of Excel (using financial formulas and creating spreadsheets).
- Solid data entry skills with an ability to identify numerical errors.
- Excellent organizational skills and time management abilities.
- Strong oral and written communication skills required.



Share with us your talent, drive, and entrepreneurial spirit and we will provide a creative and supportive environment, where valuable contributions are rewarded and celebrated with professional growth, job satisfaction, and an attractive total compensation program. We offer a benefits package to our employees including:

- Starting salary between \$50,000.00 - \$57,000.00 depending on experience
- Group Insurance Plan
- Paid Vacations
- Matching RRSP program
- Employee-focused company events
- Paid time off for Christmas closure

We would like to thank all applicants who apply, however, only those selected for an interview will be contacted.

Smartrend Manufacturing Group

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First Light Safety Products

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