

**Bookkeeper / Safety Administrator**

**Term Position – Virden Manitoba**

**Bookkeeping Duties:**

- Maintain books & financial records
- Accounts payable & receivables (Quickbooks & ADP-Oildex)
- Support with year end
- Processing employee timesheets (Excel)
- Payroll entry (Quickbooks / Ceridean)
- Monthly bank reconciliations
- Bank deposits
- Journal entries (Quickbooks)
- Quarterly GST & PST returns

**Administrative Duties:**

- Great West Life account maintenance
- Employee health benefits
- Maintenance of company website
- Housekeeping
- Filing
- Data entry - Equipment repairs & maintenance
- Orientating newly hired employees
- Maintenance of orientation package

**Safety Duties:**

- Maintain COR/health & safety program
- Create & implement policies/procedures
- Data entry - Comply Works/ISNetWorld/CAODC
- Monitor employee safety certifications
- Monthly safety inspections
- Review safety paperwork from both rigs
- Conduct health & safety meeting
- Quarterly health & safety committee meetings
- Internal safety training
- Maintain MSDS
- Review incident reports & make recommendations
- Knowledge of health & safety act & regulations

**The selected candidate for the position will share safety responsibilities with the current Safety Administrator. A month of training will be provided starting May 1st. Please send all copies of current administrative or safety certifications along with your resume, references, and wage expectations to [precisetongservices@gmail.com](mailto:precisetongservices@gmail.com)**