

Accounting and Office Administrative Assistant

Burns Maendel Consulting Engineers Ltd. (BMCE) is an innovative and entrepreneurial organization built on the expertise of our team. We are committed to attracting and retaining the best employees to ensure we meet the needs of our clients. Our employees benefit from competitive salaries, group benefits and work within a dynamic environment. BMCE recognizes that the continued success of our firm is dependent upon the capabilities and self-motivation of our people and therefore encourages and supports personal and professional continuous growth and development of our employees.

This is a newly created position where the duties and responsibilities will grow and expand as our rapid growth dictates.

Proficiency in:

- Intuit Quickbooks
- Microsoft Office Suite

Accounting duties will be assigned as needed by our Financial Officer and may include:

- Accounts Payable (invoice entry and weekly cheque deposits)
- Accounts Receivable (record payments)
- Visa receipt entry and reconciliation
- Bank deposits and accounts reconciliation
- Expense entry
- Weekly vehicle log entries
- Outstanding AR letters and emails as required
- Payroll entry
- Filing and organizing
- Print weekly timecards
- Special projects and reports as required

General Office Administration tasks will be assigned as required and may include:

- Covering reception while Office Manager is out of the office
- Meeting preparation
- Copying, scanning, and binding documents as required

Qualification Requirements:

- Minimum of 3 years experience, preference will be given to individuals with 5 years plus in the accounting field
- Proficient in QuickBooks and Microsoft Office
- Strong time management, communication, and organizational skills
- Willingness to take on additional financial tasks and responsibilities as required
- Capable of working unsupervised
- Capable of multi-tasking



Position Duration: Flexible part-time possibly leading to full-time

Hours of Work: Monday to Friday – hours may be flexible based on your schedule and ours

Location: Brandon, MB

Rate of Pay: The successful candidate will be remunerated based on their skills and experience.

Closing Date: August 15, 2022

Applicants should submit a cover letter and resume for consideration to:

Email: info@bmce.ca

or

Deliver in person or by mail to:

Burns Maendel Consulting Engineers Ltd.
Attn: Stephanie Gunn
903 Rosser Avenue
Brandon, MB
R7A 0L3

We thank all who apply, only those considered for an interview will be contacted.