



Accounts Receivable Administrator

JA Tech Inc. is a provider of specialized construction and field technical services for most equipment and apparatus which form a part of an electrical power system. Presently, we are recruiting for an Accounts Receivable Administrator, to work in a dynamic, fast-paced office environment.

Duties and Responsibilities

- Prepare and follow-up on monthly invoicing
- Assist with various accounting processes/duties
- Assist with month-end and year-end procedures
- Assist with the preparation and management of annual budgets and forecasts
- Provide coverage for Payroll as needed, including but not limited to processing of bi-weekly payroll, T4s and ROEs
- Produce reports, spreadsheets, letters, etc.
- Other duties as required

Skills and Qualifications

- Post-secondary degree or diploma with a focus on accounting is preferred but experience will be considered in lieu of education
- 3+ years of experience in an accounting/finance roles such as AR/AP, bookkeeping and payroll
- Experience in SAGE 100 or SAGE 300 is an asset
- Experience in an office setting
- Strong communication and organizational skills
- Proficient in Microsoft Office
- Knowledge of generally accepted accounting principles
- Analytical with a strong attention to detail
- Ability to build relationships with all staff, contractors and clients
- Self-starter with demonstrated ability to handle multiple tasks, set priorities and meet deadlines without supervision
- Criminal record check and pre-access alcohol and drug testing required
- Must be legally entitled to work in Canada

Compensation Package

- \$23-\$28 per hour
- Health Spending Account & Deferred Profit-Sharing Plan
- Banked Time

How to Apply

Please submit your resume in strict confidence to: careers@jatechpowersystems.com. We thank all applicants; however, only those selected for an interview will be contacted.