
Accounting Assistant

Ocean Sonics Ltd. (www.OceanSonics.com) is a scaling, innovative, Ocean Technology company that provides products and solutions for sound measurements in the ocean. The flagship product, the icListen Smart Hydrophone, has changed the way we make decisions, where life in the ocean matters!

Ocean Sonics is currently seeking a talented **Accounting Assistant** who can assist the General Manager with many of the office functions to keep the company growing and expanding.

The Ideal Candidate

This is an exciting opportunity for an experienced **Accounting Assistant**

to apply their skills and knowledge to a growing technology company. You are invited to apply to Ocean Sonics for this position if you are:

- A strong leader / planner / communicator
- Process driven, detail orientated, and work well under pressure
- Able to anticipate requirements of others and solve problems
- Results driven, able to meet deadlines
- Organized and resourceful
- Adaptable, Outgoing and Confident

Responsibilities

Bookkeeping

- Basic accounting: QuickBooks preferred
- A/P: verify vendor bills and data entry; Run approved Cheques, Mail preparation
- A/R: invoice customer on time when the order is complete, Process customer credit card payment through PayPal and send customer sales receipt.
- Daily data entry of bank transaction
- Post and reconcile credit card transactions
- Petty cash
- Monthly inventory counting

Payroll:

- Monthly employee salary payment, pay stub
- Prepare PD7A & WCB report monthly
- Maintain and update employee vacation/sick time report
- Employee expense claim: Initial review for accuracy and completion, have ready for approval signature
- Quikcard Admin: adding & removing employees, posting monthly HST transactions

General Administration:

- Prepare funding claims: IRAP/ACOA/etc
- Ordering Office Supplies in time (coffee, toilet paper, paper towel, soap, paper, toner, Etc)
- Answer main reception telephone line
- Welcome Visitors to building
- Look after boardroom calendar and make sure it is prepped for meetings if necessary
- Book flights / accommodations / vehicles for trips or trade shows

Position Requirements

- Degree or diploma in Accounting or Business Administration
- Minimum 1 + years' experience preferred
- Excellent skills at general office software, such as word processor, spreadsheets etc
- Experience with accounting software

Experience with the following tools is desirable

- Accounting software such as QuickBooks
- CMR software such as Fishbowl

Compensation and Benefits Details

- Competitive salary
- Flexible work schedule
- Health plan
- Culture of caring for the planet and each other
- Wonderful new building built for the employee's benefit and enjoyment!

Ocean Sonics is a certified BCorp company that puts social and environmental impact alongside company profits. BCorp's in Canada are a diverse group of companies that share Canadian values of: inclusion, sustainability, equity and diversity.

This is an excellent opportunity for growth and to bring your energy and problem-solving experience to a dynamic team. If you are interested in this exciting challenge, please forward a copy of your resume and cover letter in pdf format to resumes@oceansonics.com . Only selected candidates will be contacted.