

Job Title: Financial Officer

Primary Responsibilities

- Prepare and issue accurate customer invoices and account statements.
- Manage Accounts Receivable and follow up on outstanding invoices.
- Reconcile bank accounts, credit cards, and vendor statements.
- Ensure accuracy and compliance with GAAP and internal policies.
- Assist with processing payroll and maintaining payroll records.
- File and process employee remittances.
- Assist with preparing and issuing T4 slips and Record of Employment (ROEs).
- Complete month-end processing and accurately record financial transactions.
- Ensure appropriate turnaround time on all data entry.
- Prepare and remit GST, PST, Employer Health Tax, and WorkSafe BC payments.
- Review, verify, and accurately enter information into the appropriate cloud-based systems.
- Maintain filing system for Accounts Payable and Accounts Receivable.
- Process employee expense claims and reimbursements.
- Investigate and resolve billing or payment discrepancies.
- Prepare administrative reports and perform various office support tasks as required.
- Retrieve data for team members upon request.
- Assist with answering incoming calls as needed.

Minimum Requirements, Qualifications and Additional Skills.

- **Detail-oriented** with a strong focus on accuracy, organization and confidentiality.
- Two + years of experience in a financial position working with Accounts Payable and Accounts Receivable.
- Proficient knowledge of Microsoft 365 Office.
- Experience with an Accounting software or cloud-based system, preferably but not limited to Sage or QuickBooks.
- **Strong communication skills**, both written and verbal, with the ability to effectively collaborate with employees at all levels across the organization.
- Self-motivated, has a **positive attitude** and a results-oriented approach to business.

Hours: Full Time, 37-40 hours per week

Location: Ucluelet, BC

Compensation: \$32-\$35/hour (Depending on experience)

If you are looking to be part of a fast-paced environment with opportunities to learn and grow, please email your cover letter, resume and job application to michele@uric.ca

No phone calls please.