

Accounting/Payroll Admin

RFNOW Inc. is a rapidly growing internet company and has an excellent opportunity for a highly motivated, dynamic individual to join our Accounting Team at the Virden office as a permanent full-time **Accounting/Payroll Admin**.
Start date; as soon as possible.

Reporting to the Controller, this role provides accounting, accounts payable and payroll support to the accounting team. The Accounting/Payroll Admin carries out a wide variety of accounting functions including full responsibility for accounts payable, vendor reconciliations, processing the payroll and maintaining accurate employee records.

Responsibilities include but are not limited to:

- Process the full cycle of accounts payable transactions, maintain vendor records, verify invoices.
- Journal Entry, Account Review and Reconciliation.
- Process corporate credit card transactions and perform month end reconciliations.
- Process accurate and timely Payroll information, for salaried and hourly employees.
- Maintain appropriate records and documentation to ensure compliancy.
- Prepare reconciliations and reporting as required (quarterly, year-end, T4's, WCB, etc.).
- Prepare and process all payroll related government and non-government remittances.

Qualification Requirements:

- Intermediate level understanding of accounting principles and good knowledge of the payroll function.
- Sound professional judgement with high level attention to detail.
- Exposure to a variety of payroll software systems would be beneficial.
- Ability to learn quickly and take initiative.
- Advanced experience and proficiency with Microsoft Office (Excel & Word)
- Experience with bank and account reconciliations and journal entries.
- Ability to maintain confidentiality in all matters related to employee compensation and benefits.
- Strong organizational and excellent time management skills.
- Highly motivated with the capacity to learn quickly.
- Experience in a fast paced office environment would be considered an asset.
- Possess excellent communication skills (verbal and written).
- Ability to work independently and in a successful team environment.

What we offer:



TF: 1-866-887-3669
www.rfnow.com

A work environment focused on continuous improvement supported by autonomy and empowerment.
A diverse and dynamic team to collaborate with.
A competitive base salary; health and dental benefits; life and disability insurance package.
Flexibility and work-life balance.

We are looking for an individual who applies themselves to understanding their work and being a productive team member with a continuous improvement philosophy.

How to apply:

If interested, please contact us at careers@rfnow.com with your resumé detailing your qualifications or to learn more. We may also have other accounting career opportunities available.
We strongly encourage applications from qualified professionals from a variety of backgrounds.
Confidentiality of all applicants assured. Only those selected for interviews will be contacted and we thank all other applicants for their interest.

About RFNOW Inc.

RFNOW Inc. is a successful, dynamic organization with opportunities to grow and specialize in a number of areas within the field of technology and construction including broadband wireless communication, fibre optics, network architecture/maintenance, directional drilling, cable plowing, line locating, tower building, residential and commercial service connections, and heavy equipment operation and maintenance. Learn more at rfnow.com.

> Contact us to learn more about **rewarding career opportunities!**

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