



Job Advertisement - Bookkeeper / Payroll Administrator

Complete Wind Corporation (CWC), is a growing company providing Wind Turbine Rotor Blade Inspection and Maintenance Services with Manufacturing and Refurbishment Divisions located in Goderich, Ontario. We are currently hiring for the position of **Bookkeeper / Payroll Administrator**.

The primary responsibility of this position is to maintain records of financial transactions by establishing accounts, posting transactions, and ensuring legal requirements compliance.

Specific Job Duties Include:

Bookkeeping Duties

1. Maintain a detailed General Ledger and Sub-ledgers for the Company
2. Prepare Monthly Financial Reports inclusive of Balance Sheets, Income Statements and Statement of Changes and Margin Analysis
3. Oversee day to day Banking and the related Reconciliation of Bank Statements
4. Prepare weekly Cash Flow Projections, forecasting 3 months in advance and provide to Senior Management
5. Assist the company's external accountants in the preparation of Annual Statements
6. Act as a Joint Signatory on all bank accounts for the company
7. Maintain an Asset List and ensure the timely filing of federal, provincial and state tax and information
8. Prepare and present Invoices for services rendered
9. Monitor the collection of Accounts Receivables and follow up with Customers on any delinquencies
10. Oversee and maintain payment of the WSIB/WCB monthly premiums
11. Support ongoing maintenance of various corporate Insurance Policies

Payroll Duties

1. Input data required for the preparation of Payroll and related Statutory Filings (Canada and U.S.) inclusive of Expense Reports
2. Assist in the negotiation and ongoing maintenance of Employee Benefit Plans, inclusive of Canadian and U.S. operations
3. Employee File Maintenance

CWC will only consider applicants with these required minimum qualifications:

- A Grade 12 education, with strong math and computer skills, including MS Office Programs
- The ability to comprehend and follow written and verbal instructions provided in English
- A commitment to promoting a positive, productive and harassment free workplace
- A commitment to regular, reliable and timely attendance
- Two or more years working experience in Bookkeeping and/or Payroll Administration

Greater consideration will be given to applicants with:

- Additional relevant post secondary degree/diploma related to Bookkeeping and/or Payroll Administration
- Experience using Sage 50, Ceridian Payroll and Simply Accounting systems

The work is performed at our Goderich location. The usual work pattern is Monday to Friday for a total of forty hours per week. A clean Criminal Record Check will be required following an Offer of Employment.

CWC offers a competitive salary and benefit package for this position. You will be entitled to employer paid benefits after four months of employment.

If you are interested in this position, or wish further information, send a completed application (available on www.completewind.com/people) and your resume to hire@completewind.com.