



## Administrative and Accounting Assistant

*A unique opportunity to embrace technology, work in a team in a fast pace engineering office environment*

*Come work at a rapidly growing engineering firm that is staffed with industry experts, has great benefits, and prides itself on developing our people.*

### The Company

Planview Utility Services is an engineering firm that provides engineering design, sub-surface investigation and geographical information related services to telecommunication companies and electric utilities. Our workforce is a mix of veterans of the industry and youthful enthusiastic technical resources. We have pride in our collegial culture and host multiple regular corporate sponsored social activities. Our embrace of the use of technology plays a large part in our success.

### The Position

Initial responsibilities include reception duties, administration and accounting activities for Company overall and our Markham office in particular; reporting to the Business Manager. Such activities, responsibilities to include

- Daily reception duties – managing phones, client and employee inquiries, supplies, filing, mail and courier.
- Meeting support – providing booking, set up and supplies as required.
- Create, maintain and implement reoccurring working relationships from both internal and external resources
- Create, update and maintain project information in the accounting records
- Process and update client billing in accounting and project management databases
- Process client payments in accounting database
- Work with third parties and other contractors to maintain requests, receipts, tracking, costing and other administrative items for 3rd party sub-contractors
- Create and update reports on a weekly basis
- Support Executive Management as required.
- Proof-read documentation as required
- Other administrative and accounting tasks, at the direction of the manager
- Bank Deposits

- Employee Expense entries into accounting database
- Other activities as required

### **Specific Requirements of the position**

- Strong problem solving and troubleshooting skills
- Accurate data entry at 50+WPM
- Excellent communication skills to liaise with team, clients and management
- The ability to deal with multiple tasks and conflicting deadlines
- Showing initiative and friendly, positive attitude
- Proficient in working in G-suite, Microsoft Office, Word Processing, On-line databases and tracking tools
- Able to create pivot tables, charts, graphs and other detailed summaries within various tracking and Microsoft office type programs
- Valid Driver's License
- Strict confidentiality and privacy

### **Preferred Skills**

- Experience in administrative and accounting field
- Understanding of accounting procedures
- Working experience in database type software applications

### **The Location**

Planview Utility Services has 3 offices – Markham, London and Ottawa. Our clients and their projects are based throughout the province. The reporting office for this position is in Markham Ontario and your work will be based out of this office. Travel will be minimal up to 5% of the time.

### **Why You Should Apply**

If you like to work as a part of a team, interact with employees and clients, work in a team environment, receive competitive compensation, and be trained in current practices, then you should apply for this position.

### **Note**

Planview Utility Services Ltd is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Planview Utility Services Ltd will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.