



Position: **Bookkeeper & HR Administrator**

Type: **Full-time**

Resource Energy Solutions is a small software company supporting the Oil and Gas industry in North America and beyond. We are looking for a full-time bookkeeper/HR administrator with QuickBooks experience to join our team for RES and a small startup in the interim. Duties will include accounts payable & receivable, bank deposits and reconciliations, payroll, benefits, onboarding, offboarding, recruitment and HR administration. Preparation of income statements, balance sheets and project reports. Invoicing and vendor management. Experience dealing with multiple projects and varied revenue sources.

Primary Responsibilities:

For RES, and it's subsidiaries and investors

- Accounts payable / receivable and collection activities
- Bank deposits and reconciliations
- Preparation of income statements and project reports, full cycle accounting
- Rapid wire transfers
- ADP payroll, deductions remittances
- SR&ED claim reporting
- Financial Statements
- Applying payments to Accounts Receivable
- Posting Accounts Payables and preparing cheques
- Preparing year-end for Accountant
- Preparing contracts and new hire packages
- Initiating employee benefit plans
- Entering Visa receipts and reconciliation
- Preparing payroll and wire transfers for foreign staff
- Maintains historical records by properly filing documents
- Conducts and implements accounting procedures to comply with federal and provincial legislation and advising management on appropriately needed actions
- Create client invoices every month, using OpenInvoice & Jobutrax
- Follow-up payment
- Prepare Cash Flow
- Short-term budget forecast
- Funding opportunity grant follow-up
- Update financial metrics

Requirements:

- Minimum 5 years' experience with Quickbooks and Canadian payroll and bookkeeping
- Excellent skills in the current Microsoft suite of products, Outlook, Word, Excel
- Experience in HR administration
- 3 or 4 year business diploma or bachelor degree 3+ years accounting experience and designation
- Energetic, self-motivated and results-oriented
- Excellent time-management skills with the ability multi-task and meet constantly changing time-lines
- Ability to work under pressure
- Strong attention to detail
- Experience in oil & gas a benefit
- Extra time may be required approaching the fiscal year end July 31

How to apply:

If you are interested in being a part of our winning team, email your cover letter and resume to Human Resources at careers@resourceenergysolutions.com. Please include salary expectations in your application.



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We are your Resource Energy Solution
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