

## **Financial Officer /Senior Bookkeeper**

A well established and growing construction company on Vancouver Island is looking for a full time Financial Officer/Senior Bookkeeper working in Nanaimo. This person will be responsible for all aspects of internal accounting for the growing construction business and will bring a positive impact to our organization and help our company reach its full potential. The successful individual will have a proven track record in bookkeeping, project budget tracking, and cash flow analysis/management. They will have oversight of payroll and tax remittances along with preparation of job costing analysis and report directly to company ownership. The diversity of this role means you will be involved in many aspects of a growing company and will be a key part of the team

Key characteristics we are looking for:

- Process-oriented thinking with strong analytical skills and detail-oriented
- Exceptional communication and organizational skills
- Strong business acumen and experience in the construction industry an asset
- Strong interpersonal skills with team members

Key duties and responsibilities:

- Managing project costing and accounting including work in process
- Managing AP and AR and analyzing cash flows
- Manage operations budgets
- Completing full cycle bookkeeping including payroll and government remittances
- Preparation of weekly and monthly project reports for operations and management
- Development of internal policies and practices for operations improvement
- Assisting the owner/operator as needed with company oversight and management

Job requirements:

- 3+ years of experience with full cycle bookkeeping and financial analysis
- Proficiency with QuickBooks and Microsoft Office suite.
- Bachelor of Business Administration/Commerce preferred.
- Experience in the construction industry preferred

If you want to relocate to a very affordable community where you can experience a recreational lifestyle with boating, skiing, cycling, hiking, surfing, fishing and more, we want to hear from you.

We offer a competitive compensation package that will be commensurate with experience. If you are interested in a career with an organization that is growing and is committed to its employees, please respond by submitting a cover letter and a resume to [andrea@westmarkconstruction.ca](mailto:andrea@westmarkconstruction.ca)