

Bropak Inc. is a plastic manufacturer located in Brantford, ON and is currently looking for a full-time Accounting Bookkeeper with the ability to work at a variety of duties to join our team. This is a full-time year-round position.

The Accounting Bookkeeper is responsible for the overall success of the organization by assisting with all accounting functions. Its objectives are accomplished by handling AP and AR and by performing clerical tasks, including processing and recording transactions, preparing reports and budgets, fielding communications with clients and vendors, fact-checking, filing, and other duties, as needed.

Job Title: Accounting Bookkeeper

Job Types (Terms of Employment): Full time, Permanent

Anticipated Start Date: As soon as possible

Details of this position:

- Permanent, Full time, Flexible Hours
- 40 hours a week Minimum
- \$36.00/hour
- 10 vacation days
- Dental care, Extended health care, Life insurance, AD&D insurance, Vision care, Employee Assistance program, Group benefits plan after meeting initial eligibility for joining such plan

Job Duties:

- Ensure the accuracy of accounts receivable and accounts payable in a timely manner
- Prepare purchase orders, and/or other related documentation for completeness and compliance with financial procedures and contractual requirements
- Process and manage petty cash and credit card transactions
- Review, reconcile and ensure accuracy of employee timesheets
- Maintain records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends
- Balance subsidiary accounts by reconciling entries

- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- Maintain general ledger by transferring subsidiary account summaries
- Balance general ledger by preparing a trial balance; reconciling entries
- Maintain historical records by filing documents
- Monitor any accounting anomalies and differences and report to the manager(s) in a timely manner
- Assist the manager(s) with timely completion of the monthly, quarterly and yearly financial close process
- Contribute to team effort by accomplishing related results as needed.
- Perform other duties for the benefit of the Company as required.

Qualifications (Education & Work Experience):

- Minimum 1 year to less than 2 years of work experience in financial field (Required)
- QuickBooks: minimum of 1 year (Required)
- SAP (FI/CO/HR/MM/OT SD): minimum of 1 year (Required)
- Office administration: minimum of 1 year (Required)
- Minimum of college diploma or in Accounting or Finance (Required)
- SAP associate certificate (Required)
- Good understanding of accounting principles and practices
- Intermediate knowledge of MS Word, Excel, Outlook, Access, and PowerPoint

Language Requirement: English

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday (Flexible Hours)
- Overtime

Work Location: In-person, 1-38 Bury Court, Brantford, ON N3S 0B1

How to Apply: Email resume to

mflynn@bropakinc.com Accountant / HR Manager

*** We thank all applicants in advance for their interest in this position, however, we will contact those individuals who closely meet the job requirements for an interview. ***