

**VIT**SPECIALIZING IN  
INDUSTRIAL AUTOMATION

VEUGEN INTEGRATED TECHNOLOGIES LTD

290 THOMPSON DRIVE, UNIT 8  
CAMBRIDGE, ONTARIO  
N1T 2E3  
P: 519-620-8925

## Job Description: Full Charge Bookkeeper (Full Time)

**Employee Name:****Department:**

Finance

**Reports to:****Supervisor's Title:**

Head of Finance &amp; Administration

### Purpose of Position:

Responsible for the control and maintenance of all financial processes, including the creation, implementation and control of current and progressive financial policy within the organization.

### Position Responsibilities:

- Reconciling bank, general ledger and shareholder accounts
- Banking tasks including deposits, government remittances and filings, including prep and payments
- Accounts payable and accounts receivable
- Answering employee inquiries, including purchase order approvals
- Generating month end reports: P&L, balance sheet, reconciliations, job cost summaries and analysis, Work in Progress (WIP) reporting
- Provide assistance and financial reporting to ownership and management
- Support job closing financial assessment and reporting
- Generating quarterly reviews and year end reports, including SR&ED
- Liaise with accountant, lawyer, insurance, banks and shareholders, as required
- Budgeting: Cash flow planning and forecasting, projecting payroll, revenue, expenses
- Providing administrative support to project managers, sales, administration
- Customer and supplier relations: Negotiating terms, payments, collections, etc.
- Sage Accounting: Updating database, general maintenance, postings
- Inventory: Monthly reporting and general ledger maintenance
- Backup for payroll processes as needed including T4s, ROEs
- Assisting with continual process improvement to optimize administrative organization
- Weekly meeting attendance and report preparation
- Additional administrative tasks as required

### Qualifications

- *College/University diploma/degree in Accounting/Business/Bookkeeping or another related program*
- *5-10 years of experience as a bookkeeper or similar positions*
- *Ability to work full time in office in Cambridge, ON*
- *Experience with Sage50 (Simply) or similar accounting packages as well as Microsoft Office*
- *Must have strong understanding of accounting principles and concepts*
- *Ability to maintain strict confidentiality and exercise diplomacy and discretion*
- *Excellent attention to detail and high degree of accuracy without supervision*
- *Excellent oral and written communication skills*