



Accounting & Projects Administrator

Reporting to the Finance and Administration Manager, the Accounting & Projects Administrator will play an integral role in accounting, the administration of business activities, and field operations support. This is a very dynamic role meant for someone who has a diverse range of experience, with a primary focus on a strong background in accounts payable and administrative multitasking.

Duties of the position will be based on experience and areas of expertise, and custom tailored to the right candidate.

The primary functions of this role will include:

- full cycle accounts payable
- payroll (unionized – Local 793 & 183, including monthly union remittances)
- contracts administration
- liaising between the field and office for a variety of administrative duties

Additional duties will include:

- maintaining the flow of paperwork from the field
- tracking and categorizing project costs
- T&M Billings, change orders, preparing PO's
- Managing equipment rental records and insurance
- Project startup folders and documentation
- building relationships and liaising with suppliers
- implementing new record keeping functions
- general administrative duties and tasks

Other areas of required support that can be tailored to interest/experience:

- health & safety coordination
- assisting PM & Operations staff with coordination
- locates & renewals
- event planning
- marketing & social media liaison
- full cycle accounting, including receivables and reconciliations

The ideal candidate will have Construction Industry & QuickBooks experience, and a keen interest in growth and development as this role will evolve over time as our company grows. Fluent knowledge of Microsoft Office, specifically Excel, is also an asset. Willing to train and mentor the right candidate for the job as longevity and growth in the company is a primary objective. This is a great opportunity to join a growing company currently on an accelerated growth path and build an exciting and fulfilling career!

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