



CORPORATE ACCOUNTING/ADMINISTRATIVE ASSISTANT

The Corporate Department of Nelson Lumber has an opportunity for a person with an appropriate level of administrative, accounting knowledge and experience. We would prefer if the successful candidate was able to start as soon as possible.

This position is located in Edmonton and reports directly to the Corporate Controller of Nelson Lumber. This includes but is not limited to the following specific responsibilities:

- Assist with balance sheet account reconciliations
- Monitor online banking daily – online transfers/stop payments/void cheques
- Monthly inventory count data entry, intercompany invoicing, receiving and monitor delivery schedules for the Winterburn manufacturing plant.
- Maintain and update insurance certificates and insurance binders
- Maintain and update property tax schedules
- Assist the corporate accounting team with yearend preparation and working papers
- Code and key payables, write and key manual cheques
- Prepare expense reports for corporate staff
- Order cheques, print cheques, file and maintain all cheque registers and cheque logs
- Compile and distribute monthly financial statements, mid-month/month end sales reports, board reports, A/R reports, annual budgets and annual month end calendars
- Maintain corporate minute books and take meeting minutes when required
- Key journal entries, log and keep track of numerical journal entry log
- Cheque reconciliations and bank notifications
- Typing and proofing letters
- Keep stock of all corporate supplies – paper and stationery
- Send final demand notices on behalf of the Corporate Credit Manager
- Assist in preparing for Board of Director meetings
- Able to respect confidential information, work under pressure and meet deadlines.
- Other duties as required.

Possession of the following skills and qualifications would be a definite asset:

- A working knowledge of the AIMS computer systems particularly A/R, A/P, inventory, and general ledger modules.
- A general understanding of full cycle accounting, audit procedures, budgets, income statement, trial balance and balance sheet
- Must take ownership of core responsibilities as assigned at Nelson Lumber and communicate effectively with all operations.
- The desire to complement Nelson Lumber's corporate team, communicate well, maintain organization, be highly efficient and be accurate.

Compensation will be reflective of the successful applicant's skills and abilities and will be negotiated once the individual is selected.

If you are interested in this opportunity please submit resume by **Thursday, June 22, 2017** to:

Corporate Controller
Nelson Lumber Company Ltd.
12727 St. Albert Trail, Edmonton, AB T5L 4H5
Email: careers@nlc.ca