



KA·KIN

PO Box 76

Grasmere, BC V0B 1R0

Ph: (250) 417-1056

Financial Assistant– SPARWOOD, BRITISH COLUMBIA

Are you collaborative, detail-oriented individual that thrives in a fast-paced environment? Are you motivated, organized, an excellent multi-tasker and have a passion for finance? **Ka·kin** has an exciting opportunity for a part-time **Financial Assistant** in Sparwood, British Columbia. This role will provide the essential support functions necessary for the overall successful operation of the finance department.

Key Job Duties

Payroll:

- Ensure timely and accurate payroll processing and remittance for all Kakin Group Ltd entities.
- Onboard and accurately setup of new hires in Kakin Group's accounting software.
- Process payroll for full-time and part-time employees, and non-employee staff (contractors).
- Prepare reports as required
- Research and resolve payroll inquiries from management and staff in a timely, courteous manner.
- Remain current with government legislation, ensuring compliance and legislative changes are implemented in payroll system.

Accounts Payable:

- Verification and processing of vendor invoices into accounting software system.
- Managing vendor requests, on-boarding, set-up and communication.
- Processing payments via cheque run and Electronic Funds Transfer (EFT).
- Reconciliation and coding of employee expense claims.
- Review, match, complete the backups and process credit card bills.
- Completing vendor credit applications.
- All invoice handling including opening mail, scanning and emailing of invoices.
- Communicate with sub-contractors and vendors regarding accounts and payments.
- Assist with month end and year end closing and populating supporting schedules.
- Ensuring compliance with HST/GST rules in recording input tax credits.

Accounts Receivable:

- Maintain an accurate understanding of project details and keep records as required for specific invoicing requirements.
- Prepare month-end reports and assists in the month-end closing process related to accounts receivable.
- Ensure the correct sales taxes are charged based work being performed.
- Receive client payments, such as cheques or EFT's, input them into the accounting system and deposit them into the bank



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- Keep open communication and ensure timely updates of information to support cash flow reporting.
 - Maintain good client relationships and actively work to improve the timeliness of payments of A/R invoices.
 - Monitor outstanding A/R balances and collection of overdue accounts.

General:

- Conduct on-going review of business processes, procedures, and controls and make suggestions for improvement.
- Participate in system upgrades, testing, and implementations.
- Ensure compliance with organizational policies, procedures, and applicable regulations.
- Other duties and tasks as assigned. These duties may fall out of the scope as described to support the business in whatever capacity deemed required.

Knowledge/Experience Required

Qualifications

- Bachelor's Degree or diploma in Business, Accounting or related field; and/or a combination of relevant work experience and education.

Experience

- 3-5 years experience working in a payroll, accounts payable, accounts receivable
- Preference given to experience with accounting software such as QuickBooks or Sage

Skills and Knowledge

- Experience with financial systems in a mid-sized organization
- Understanding of accounting standards and practices
- Proficiency in Microsoft Office Suite
- Ability to customize services and processes based on the needs of individual divisions and projects, while remaining flexible in a changing environment
- Ability to analyze and resolve issues with skills to make recommendations based on relevant experience
- Ability to build and maintain solid relationships with internal and external groups
- Excellent organization, time-management, and multi-tasking skills.
- Ability to meet deadlines and work in a fast-paced environment.
- Excellent interpersonal, communication and customer service skills.
- Ability to work in a growing, dynamic, and changing environment.
- Optimistic/collaborative approach and attitude towards work.
- Proven ability to handle and maintain confidential information

Working Conditions:



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16 to 24 hours per week, Monday to Friday with flexible scheduling and remote hybrid options for those located within the Elk Valley.

Company Benefits and Perks

- Competitive base Salary
- Travel subsidy
- Opportunities for career advancement
- A dynamic, inclusive, and collaborative work environment