

Now hiring.

Accounting Coordinator

*(Temporary; maternity
leave coverage)*



www.dougarryhomes.com/career



Doug Tarry Homes has been committed to our customers in St Thomas and the surrounding areas since 1954. Our construction company is currently seeking a temporary Accounting Coordinator position to fill a maternity leave gap. The Accounting Coordinator will perform a range of various financial and accounting transactions, maintain accurate records and provide reports and statements to our Accountant and Chief Financial Officer.

Some of the tasks you do will include:

- Perform accounting and internal reporting functions, maintaining systematic records of business transactions and verifying those transactions.
- Prepare payments for all accounts payable and ensure they are made on a timely basis.
- Prepare payrolls for all employees, including tracking employee commissions, ensuring source deductions.
- Perform balance sheet and income statement analysis, monitor and reconcile general ledger accounts, prepare and record journal entries and cost allocations and perform other required accounting functions and analysis.
- Complete all data entry as required for accounting and financial reporting purposes.
- Provide ongoing accounting and finance support to all department teams.

The following skills are required:

- College degree in accounting or related field preferred
- You have experience working in an accounting role.
- You possess strong computer skills, with the ability to learn new programs.
- You are well organized, proactive and detail oriented with the ability to work on your own or in a team in a fast-paced environment.
- You have excellent communication skills and enjoy new challenges in an organization that continually strives to be cutting edge.

If you meet the qualifications needed for this position, we invite you to apply to our organization. At Doug Tarry Limited, we are a team, we hold each other accountable to our values. We are a forwardthinking organization that is rapidly advancing in the high-performance sustainability sector and need like-minded individuals to work with our stellar team!

Doug Tarry Ltd is committed to employment equity and welcomes diversity. We encourage applications from qualified individuals from all backgrounds. Doug Tarry Ltd provides accommodations to applicants with disabilities throughout the hiring process. If you require accommodation, please contact Human Resources at hr@dougarryhomes.com. We thank all applicants for their interest in this position, however, only qualified candidates will be contacted for the next steps in the process. Salary: \$21.00 per hour to \$28.00 per hour.

