

Position Title: Accounting and Administrative Coordinator  
Location: Toronto Office (3 Church St., Toronto, ON M5E 1M2)  
Department: Finance/Operations  
Close Date: September 30th, 2022 @ 11:59pm

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*Bousfields Inc. is a pre-eminent planning firm in Ontario with special expertise in urban design, planning policy, community design, development approvals, community engagement and project management. With offices located in downtown Toronto and Hamilton, we have an immediate opening for an Administrative Assistant in our Toronto office to support our growing team.*

As an **Accounting and Administrative Coordinator** you are detail-oriented, methodical and efficient in billing, AR and AP responsibilities. You thrive working in an ever-changing environment where priorities can shift quickly, and you can also support other team members in day-to-day administrative tasks. This position requires intermediate-level skills in both accounting and administrative work, along with the ability to adapt to a quick-moving, growing, professional services firm. Strong written and verbal English communication skills are required. The successful candidate will liaise with a range of internal teams and external clients and vendors on a regular basis ensuring the highest service levels are maintained. **The position will be a hybrid work role, with some requirement to be in the office.** Ultimately, we are looking for a team player who is committed to growing with our business and as a creative thinker can assist in the facilitation of growth. The above is not considered a complete set of duties; rather it is a starting point from which to grow in this new role as the firm grows and evolves, the duties will along with it.

**Position Responsibilities:**

• **Accounting Tasks (70%)**

- Full cycle invoicing from the preparation of drafts, to finalizing and sending all invoices in an accurate and timely manner.
- Prepare custom client invoices as per their requirements (i.e. adding project explanations/details, comparisons to the budget, and other details)
- Accounts receivable and collection responsibilities as assigned.
- Liaise with internal team members and management regarding past-due accounts, ensuring appropriate course of action is followed.
- Accounts Payable responsibilities as assigned.
- Organize and manage source documents.
- Project financial tracking and reporting.
- Bank and Credit Card Reconciliations.
- Revenue and Expense Reconciliations.
- Prepare ad hoc reports as required.
- Support ongoing projects that facilitate the continued growth of the firm and has a continuous improvement mindset.

• **Administrative Tasks (30%)**

- Provide administrative support to internal project teams.
- Provide administrative support to operations as needed.
- Assist in internal and external event management support including; online registration for events and seminars.
- Collaborate with peers on workload to ensure consistency and to identify of trends or areas for further optimization.
- Receiving and sending mail, couriers, and related services.
- Other duties as required.

**Qualifications**

- College diploma; finance/accounting diploma preferred.
- Minimum four years of experience in an accounting/finance position.
- Experience in a consulting or professional services firm that invoices clients based on time inputs an asset.
- Proficiency in MS Office365 applications, Outlook, Microsoft Teams, Zoom, Webex required.
- Strong knowledge of MS Excel (such as vlookups and pivot tables) required.
- Possess well-developed organizational and time management skills in order to manage multiple priorities with ease meeting tight deadlines.
- A confident self-starter, who can work well both independently and in a team environment.
- Operate with a high degree of accuracy and strong attention to detail.
- Show good judgment and respond well to constructive feedback.
- Knowledge of Quickbooks a strong asset.
- Knowledge of billing and time software (i.e. Billquick/Core) a strong asset.

**If you are interested in this position, please submit your cover letter and resume to [careers@bousfields.ca](mailto:careers@bousfields.ca).**

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

*Bousfields is an equal opportunity employer which values diversity in the workplace. We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.*