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**Kasteel Construction and Coatings Inc.** is a Northern owned and operated company located in Yellowknife, Northwest Territories. Our mission is to provide the best quality construction and coatings services for the best possible value.

Due to our rapidly expanding business, we currently have an opening for a full-time: **Full-Cycle Bookkeeper**

**Job summary:** Our company is looking for an experienced Accountant/Bookkeeper to assist in managing our day-to-day accounting and financial requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

**Duties (including but not limited to):**

- Day to day financial data entry, posting payments, processing customer payments in the office, manage bank deposits.
- Accounts Receivable - prepare and issue customer invoicing, statement of values and progress invoicing schedule.
- Accounts Payable - receive invoices, obtain approvals, reconcile vendor statements.
- Payroll - prepare bi-weekly payroll, timecard management, verification and data entry.
- Track all employee absences, manage and ensure TSheets is updated.
- Prepare ROE's, maintain and manage employee records.
- Review and process financial requirements of tenders, bids and project contracts thoroughly and in detail.
- Manage project job files, issue, manage and track all POs.
- Monitor project budgets, project allocations, review budget to actual reports with management.
- Administer WSCC clearances, employment reports, CCDCs, Certificates of Completion, Statutory Declarations, etc.
- Manage Apprenticeship and SNAP Program participants and their statuses.
- Provide assistance and support to management, project managers and other staff as necessary.
- Provide backup for Office Manager when absent.

**Qualifications:**

- Degree in Accounting or equivalent experience is required, must possess a solid understanding of general accounting principles and procedures.
- Extensive experience with data entry and record keeping, experience in the construction industry is an asset.
- Proficient computer skills, including Microsoft Office, QuickBooks, Wage Point, TSheets and Buildxact.
- Keen eye for detail and works with a high degree of accuracy and professionalism even as priorities change and urgencies intervene, ability to work in a fast paced environment.
- Exemplary multi-tasking capabilities and efficient time management skills.
- Must be self motivated, take initiative and able to complete tasks without supervision.
- Excellent written and verbal communication skills.
- Must have reliable transportation and a valid driver's license.

**Job Safety is #1** - Kasteel is COR certified and therefore we follow a comprehensive safety program to reduce risk and maximize performance. All employees are required to complete orientations to become accustomed with the site safety culture, specific hazards and detailed safety plans. Commitment to safety compliance can only be 100%.

Kasteel believes in treating employees with dignity and respect, we offer a competitive wage plus benefit plan while allowing you to grow with our company. If you are interested in applying please forward your resume, cover letter and "salary expectations" to: [careers@kasteel.ca](mailto:careers@kasteel.ca). We genuinely appreciate all applications.