



Accounting Technician

BWS Manufacturing Ltd., a trailer manufacturer in Centreville, NB is looking for an experienced, team player, who is ready to join our brand of companies as an Accounting Technician. We are a flexible employer who recognizes the ability to work at times from home or the office to accommodate family and individual needs.

Responsibilities:

- Perform tasks related to accounts payable and receivable
- Prepare daily bank reconciliations
- Compile GST-QST reports
- Compile tire tax reports
- Bookkeeping - complete accounting cycle
- Reviewing inter-company transactions to ensure accuracy
- Preparation of the end-of-month reports
- Participate in the closure of the financial year and other needs as necessary
- Participate in various improvement processes and special files within the department

Payroll:

- Complete the payroll processing of employees
- Facilitate all payroll transactions through our online payroll provider
- Set up and submit pension plan documents

Experience and Qualifications:

- Accounting/business diploma/certificate or equivalent work experience
- Minimum of two (2) years in a similar position
- Knowledge of QuickBooks online is considered an asset
- Knowledge of Syspro is considered an asset
- Master the Microsoft Office software (Excel, Word, Outlook)
- Be able to lead and meet deadlines
- Rigour and discretion
- Possess a good sense of responsibility and initiative
- Be fluent in speaking and writing French and English

BWS offers full-time work, good benefits, and a pension plan. Inquire with us today to start your new opportunity. Please contact our Accounting Manager: Joanna Metherell for more information!