



contractors & engineers

**ira mcdonald
construction ltd.**

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ADMINISTRATIVE/ACCOUNTING ASSISTANT

Job Description:

Ira McDonald Construction Ltd. is looking for an Administrative/Accounting Assistant to join our team. The primary functions of this position will be Accounts Payable and Reception while being a supportive role to all other departments as needed.

Position Requirements:

- Completion of post-secondary education majoring in accounting.
- Professional, positive, enthusiastic, dependable and flexible.
- Well organized, detail oriented, strong data entry skills with the ability to accurately input and process a high volume of data.
- Knowledge of Microsoft Office and an aptitude for learning various computer systems.
- Ability to work independently and in a team oriented work environment to meet weekly deadlines.
- Knowledge of Timberline Software will be an advantage.
- Self-motivated.
- Ability to multitask.

Position Details:

- Full time
- Salary
- Wage commensurate with experience
- 8am – 5:30pm
- 44 hours week
- Competitive benefit package

Essential skills and responsibilities for this position include but are not limited to:

- Accounts Payable – Tracking, Data Entry, Preparing Cheque runs, Management Approvals, Printing and Releasing Cheques, Managing Subtrade Documentation Compliance, Contract Reconciliations and Holdback Releases etc.
- Petty Cash Management
- Support the accountant with Payroll, Bank Reconciliations, Cost Allocation Entries, and Year End Working Paper etc.
- Answer the phone in a professional manner.
- Order all routine stationery supplies.
- Other duties include filing and archive management.
- Be aware of who is in and out of the office and when they will return.
- Open and distribute the incoming and outgoing mail and courier packages each day.
- Monitor the fax machine and photo copier ensuring the copiers are full of paper each day and ample supplies are on hand.
- Provide assistance to estimating, project management and management as required.

The overall performance and operation of the administrative/accounting assistant is overseen by the Controller.

IMC is a privately owned organization offering competitive salaries, an attractive benefit plan and career growth potential in a Team oriented environment. Interested applicants forward resumes and references via e-mail to employment@iramcdonald.com with administrative/accounting assistant in the subject line.

We thank all applicants for their interest however, only those candidates identified for further consideration will be contacted.

