

Svante

Accounting Assistant

Svante is a clean energy technology company with a credible solution for capturing point-source CO₂ emissions and accelerating the global transition to a lower-carbon economy.

The Accounting Assistant provides support to the Controller and Accounting Administrator by handling a variety of tasks in order to ensure that all invoices, expense reports and other payables are recorded accurately and within tight deadlines. The Accounting Assistant provides support to the Supply Chain Leader through purchase order data entry. The Accounting Assistant also provides support to the organization through administrative activities to ensure office supplies and services are maintained.

Key Responsibilities:

- Match all invoices to supporting documentation and obtain necessary approvals
- Apply appropriate coding to invoices, including GL accounts, department and work package references
- Enter invoices into accounting software, Microsoft NAV D365
- Review, reconcile and enter all employee expense reports
- Assist as required mailing and filing semi-monthly cheque run
- Enter purchase order details and receipts into purchasing module of Microsoft NAV D365
- Establish and maintain relationships with suppliers of office services, products and equipment including office supplies, coffee supplies, copiers and printers, cleaners, waste and recycling, catering and other service providers
- Maintain office and kitchen supplies inventory
- Contribute to team effort by accomplishing other tasks as needed

Qualifications:

- Minimum 2 years accounts payable experience
- Proficient in MS Office Suite with an intermediate level of Excel knowledge
- Proficient in NAV D365 an asset but not required
- Excellent time management skills and ability to multi-task and prioritize work
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Multi-tasker with an upbeat attitude

Send your resume to jobs@Svanteinc.com with "Actg Assistant" in the subject line. For more information about Svante, please visit www.Svanteinc.com. You can also connect with us on Facebook or Twitter @Svanteinc.