



Payroll & Accounting Clerk (12-18 Month Contract)

Location: On-site; Listowel, ON

Dynamic Millwrights Inc. is hiring a Payroll & Accounting Clerk for a 12-18 month contract position. The Payroll & Accounting Clerk is responsible for all accounts payable and receivable functions, maintaining financial records, and ensuring the accurate and timely completion of biweekly payroll for 80+ employees. This role also provides support to the leadership team, managers, employees, and office visitors, ensuring positive and productive interactions throughout the organization.

Responsibilities & Duties:

- Answer and direct incoming phone calls and visitors
- Data entry for invoices and allocating invoices to jobs
- Prepare costings for jobs and assess job profit ratios
- Collect, sort and distribute incoming mail
- Print and distribute vendor invoices and statements
- Data entry for A/R and A/P; including investigating and clearing discrepancies; running and analyzing various reporting
- Commercial VISA Management including receipts, statements and reconciliation
- Reconciliation of monthly bank statements
- Complete filing of processed invoices and paperwork
- Complete account applications and credit applications
- Accurate and timely completion of biweekly payroll
- Accurate and timely completion of all payroll and financial remittances
- Pre-job paperwork and start-up as requested by Project Manager's
- Order stationery and office supplies
- Provide coverage and support to other administrative positions
- Other duties as assigned
- Assist with special projects as needed

Qualifications and Skills:

- Post secondary degree or diploma in accounting, finance or business administration
- Proficient in Microsoft Word, Excel and PowerPoint and Outlook
- Familiar with EBMS by Koble Systems ERP/Accounting software considered an asset
- Previous experience in Payroll; PCP or CPM designation considered an asset
- Excellent verbal and written communication skills to provide a high level of response to customer and vendor inquiries.
- Strong attention to detail and ability to maintain confidentiality
- Ability to prioritize competing tasks and meet strict deadlines



What we Offer:

- Competitive compensation
- Opportunity to join a supportive and collaborative team environment

This is a temporary full-time contract position with an anticipated duration of 12-18 months.

Please forward resumes to recruitment@dynamicmillwrights.com. *We thank all applicants for their interest; however, only those selected for an interview will be contacted.* Upon request, we will provide reasonable accommodations throughout the hiring process to support applicants with disabilities.