



Accounting and Payroll Technician

Job Description

The Gray Family of Companies is currently looking for a full-time permanent accounting and payroll technician to join our organization.

Responsibilities:

- Accounts Receivable and Payable.
- Generate cheques and EFT files.
- Prepare bank reconciliations.
- Intercompany account maintenance.
- Assist in the production of invoices, statements, and financial reports.
- Prepare detailed account reconciliations, including charges, adjustments, and payments.
- Prepare, process and reconcile bi-weekly payroll in an accurate and timely manner;
- Process correspondence and inquiries related to payroll matters to completion as required;
- Maintain and update employee records and files;
- Prepare requisitions for remittance of employee deductions and reconciliation of remittances with accounting data;
- Manage workflow and multiple tasks and changing priorities.
- Other duties as assigned/required.

Qualifications & Experience

- Takes initiative and is deadline driven.
- Professional communication skills.
- Strong computer skills.
- Good working knowledge of Microsoft Office, particularly Excel would be an asset.
- Exceptional organizational skills and strong attention to detail.
- Experience in a similar role would be an asset.

About The Gray Family of Companies

The Gray Family of Companies, which founded Vogue Optical, now includes The Gray Group Real Estate & Development, Granite Centre, Fox Meadow Golf Course, H-Line Enterprises, Cornwall KOA Campground, Island Drafting, Vision Auto and Tire and CanTrek. The Gray Family of Companies have a strong emphasis on community, team members, family values and commitment to quality and service above all else.

The Gray Family of Companies offers a competitive salary and benefit plan, which will commensurate with the candidates experience and skill set. If you meet the above qualifications and experience and are interested in a career with us, please email your resume to Paula Hansen at phansen@thegraygroup.ca .

We would like to thank all candidates in advance; however, only those candidates selected for an interview will be contacted.