



Job Posting

Accounting Administrator (Time Administrator), Temporary

Summary

Don Mann Excavating Ltd. is Victoria's premier supplier of excavating services. We've been serving the southern island for over 70 years, providing reliable, quality excavating for municipal, commercial, and residential projects.

We are looking for a temporary Accounting Administrator to join our team; we're searching for someone who shares our passion for people and our core values. Don Mann makes everyone feel like family, and your role will be to manage daily time for our teams while providing support to our AR and AP departments. This temporary role is a maternity coverage position.

Yes, you'll process daily timesheets. Yes, you'll liaise with our suppliers, vendors and sub-contractors. But you'll also be interacting with our managers and employees, promoting our core values, because you share them too:

- Safe – You promote a safe company that ensures all staff go home safe every day.
- Humble – You have an attitude of gratitude and remain calm even in the toughest situations.
- Hard Working – You solve the toughest problems for yourself and others.
- Principled – You do the right thing.
- Professional – You bring your best to every situation to make it a win-win.

You've probably worked in accounting for a few years, honing your software expertise and building your customer service skills. Maybe you've been itching to work more independently, or find a team that feels like family. Here's your chance!

Key Qualifications

- High School Diploma required;
- Accounting / Business Diploma preferred;
- 2+ years experience working with accounting software;
- 2+ years customer service experience within an office setting;
- Proficient in Microsoft Office Suite (Word, Excel, Outlook);
- Strong math, typing and computer skills;
- High attention to detail; level of accuracy; efficiency; and accountability;
- Ability to manage issues and resolve problems;
- Ability to communicate clearly and effectively.



Key Duties

- Processes employee timesheet & delivery slips;
- Liaises with employees on accounting policies;
- Codes costs & rates on Delivery Slips;
- Liaises with suppliers & vendors for accounting purposes;
- Provides time information for payroll;
- Reviews, codes, costs and processes Sub-Contractor invoices daily;
- Works closely with AP to submit all supply, material, disposal & Sub-Contractor paperwork;
- Tracks outstanding employee and Sub-Contractor time.

Application Instructions

If this sounds like the opportunity you've been waiting for, please apply via Indeed with a cover letter and resume today!

We thank all applicants for their interest, however only applicants selected for an interview will be contacted.