



Job Hiring :

Job Title : Accounting Clerk Supervisor  
Department : Finance  
Email Resume: info@chiefisaac.ca

**Requirements:**

- \* Must have a degree on related field of study
- \* Must have 5-10 years of Experience
- \* Must have knowledge and skills on computer and accounting software applications
- \* Must be able to work with minimal supervision.

**Duties & Responsibilities**

1. Develop financial strategies by forecasting capital, facilities, debt, cash flow and staff requirements; identifying monetary resources and developing action plans.
2. Examine and verify accuracy of work and authorize routine payments, credits and other transactions.
3. Resolve work-related problems, prepare and submit progress and other reports.
4. Establish work schedules and procedures and coordinate activities with other departments.
5. Ensure smooth operation of computer systems and equipment and arrange for maintenance and repair work.
6. Maintain an accurate and up to date payables and receivables listing.
7. Prepare customer invoices and post revenues based on service contracts, rental agreements, or other information provided.
8. Charging GST in accordance with Canadian Tax Laws.
9. Must be able to create chart accounts for the company
10. Collect and verify timekeeping information for all employees.
11. Submit all payroll information to payroll processor ( Ceridian) on a timely basis and verify payment amounts are accurate and in accordance with payroll and tax laws.
12. Maintain payroll information by collecting, calculating and entering data.
13. Establish a set of internal controls and system of regular financing reporting that meet the needs of the company and the Board of Directors, including cash flow, profit and loss, accounts payable, accounts receivable work in progress and variances to budget.
14. Have a complete and thorough knowledge of all finance and accounting functions, systems, relevant software and procedures.
15. Implement efficient working processes and coordinate, assign and review the work of clerks engaged in the following duties : Account payables and receivables; verifying and recording financial documents; payrolls, processing , verifying and recording insurance claims and forms; collecting user fees and payments on overdue accounts.
16. Maintain all company operating, payroll, savings and investment banking accounts including deposits, disbursements and balancing.
17. Perform payroll duties.



Job Hiring :

Department : Security and Property Operations

Job Title : Administrative Assistant

Email Resume : info@chiefisaac.ca

**Requirements:**

- \* Must have a Degree on related field of Study.
- \* 5-10 years of Experience in Security and Property Operations.
- \* Must be familiar on multiple administrative duties.
- \* Must have the knowledge and skills on computer software and applications on Security and Property Operations.

**Scope of Work:**

1. Report to the Manager for Security and Property Operations.
2. To assist in overseeing the schedules for custodians/janitors and security staff.
3. To assist the Property Operations Manager for the following : Security, Custodian, Property, camp and expediting.
4. Must be able to respond and resolve any issues and concern of each department in a timely manner.
5. Must be able to document incident reports to your manager as part of work.
6. Must be able to deliver Custodial/Janitorial supplies needed.
7. Must have a valid driver's license to drive .
8. Can work with minimal supervision.
9. Must be willing to work as ON-CALL in - case needed.
10. Must be able to make a deposit to the bank.
11. Must be able to assist the Manager in various administrative tasks spanning multiple departments.
12. Must be able to calculate and do contract and agreements in terms of project quotations such as bids & tender RFB & RFQ for all security and property operations.
13. Order Office Supplies and maintain inventory.
14. Pick up and distribute incoming regular mails and other materials and coordinate the flow of Information internally and with other departments and organizations.
15. Set up and maintain computerized information filing systems.
16. Determine and establish office procedures.
17. May compile data, statistics and other information to support the Security and Property Operations.



**Job Hiring :**

Job Title : Senior Financial Accountant

Department : Finance

Email Resume : info@chiefisaac.ca

**Job Posting :**

1. Must have 10-15 years of post qualification experience
2. Must have 10-15 years post graduate in Accounting or Finance from globally recognised University Suit UK Trained FCA,FCCA since CEO has similar credentials including CPA, CA. Obtain CPA, CA within 18 months Of hiring.
3. Strong financial analysis skill to support business decision making and developed a thorough accounting and finance knowledge and internal control technical proven by diversified job exposures and on-going professional development.
4. ERP system implementation experience from supply chain to financial report. Multi -National accounting, Reporting, Forecasting and experience 10 + years.
5. Prove Experience to manage all finance and accounting operations including daily key payments, approval, Month end closing, review financial reports, prepare annual budget, cashflow forecast, rolling forecast and Other analysis.
6. Improve financial process, identify internal control weaknesses and set up effective internal .
7. Control System, facilitate implementation of ERP system for both financial supply chain.
8. Participate in new projects, provide risk analysis and ROI for management decision making, prepare Budget and set up internal control process for new projects.
9. Conduct tax planning, manage tax return and prepare solutions o solve short term cashflow shortage.
10. Maintain excellent relationship with external parties like, banks, tax office, consultants and external Auditor.
11. Be able to set up new multiple business financial accounting, budgeting and reporting.
12. Be capable of achieving a global MBA within 2 years of satisfactory work and completion of probationary Period.
13. Market salary for Yukon available.
14. Establish a set of internal controls and system of regular financial reporting that meet the needs of the Organization and the board of directors, including cashflow, profit & loss, accounts payable, accounts Receivable, work in progress and variances to budget.
15. Examine and analyze journal and ledger entries, bank statements, inventories, expenditures, tax returns And other accounting and financial records, documents and system of individual and departments within Organization or other establishments to ensure financial recording accuracy and compliance with Established accounting standards, procedures and internal controls.
16. Participate in the assessment and integration of strategic acquisition as opportunities are identified.
17. Must have the ability to coach, support, develop and inspire the team to meet or exceed company Objectives.
18. Must have the ability to effectively communicate (verbal & written) with customers, employees and Other team members to ensure outcomes are achieved.