



Total Solutions Provider of Engineered Fluid Measurement and Control Systems

GENERAL ACCOUNTING ADMINISTRATOR
Approx 8hrs/week

Flowcan Transfer Systems is focused on providing a complete line of products, quality service and key solutions to the petro-chemical, alternative fuels and industrial sectors across Canada.

Our growing Mississauga based company has an opportunity for a part time contract General Accounting Administrator with possibility for continuous employment. Reporting to the General Manager, you will have the expertise to perform the duties outlined and have the flexibility and "upbeat" personality to contribute where required. The ability to communicate effectively with internal staff, suppliers and customers is key. The successful candidate will participate in team meetings and strategies on business development.

Specific Accountabilities:

- process accounts receivable and accounts payable
- general ledger entries
- employee expense reconciliations
- bank and credit card reconciliations
- data entry of sales, purchase orders, sales orders and invoicing
- corporate and employee tax submissions
- month end and year end duties
- payroll for small staff including commissioned sales representatives
- report the financial status to business partners on a regular basis
- files, photocopies and responds to telephone inquiries
- performs other duties as assigned.

Skills and Experience

- successful completion of a community college program in Business Administration in Accounting or 3 years related general accounting experience in a computerized environment
- proficient in Simply Accounting 2008
- Knowledge of Microsoft Office especially Excel and Word
- strong communication skills (both written & verbal)
- self starter with the ability to perform duties independently and accurately

If you have a high level of enthusiasm, desire to succeed and become an integral team member this will be a great environment for you. Qualified candidates should forward resume and cover letter to njones@flowcan.com or fax to 1.866.564.6452 by, **Wednesday Dec 10th 2008**.

Thank you in advance for your interest.
We regret that we can only respond to candidates chosen for an interview

www.flowcan.com