



## **JOB DESCRIPTION**

JOB TITLE: Office Administration  
REPORTS TO: Josh Finch  
LOCATION: Kentville, Nova Scotia (Flexible Work from Home Policy)

### **EQUILIBRIUM ENGINEERING ([equilibrium-engineering.ca](http://equilibrium-engineering.ca))**

Equilibrium Engineering is a multidisciplinary engineering firm that specializes in the audit and design of energy efficient buildings and their associated electrical/mechanical systems. Operating both nationally and internationally, our experienced team of engineers and technicians are focused on changing the way society views and consumes resources. Through incremental analysis, Equilibrium provides our clients with the facts needed to make tough investment decisions.

#### **1.) PURPOSE OF JOB**

1. Perform day-to-day bookkeeping duties.
2. Manage company cash-flow forecast.
3. Manage client relationships
4. Identify possible solutions for Equilibrium clients.
5. To deliver World Class service.

#### **2.) SUMMARY OF DUTIES**

1. Entries into the bookkeeping system (QBO).
2. Produce reports for management.
3. Work with management to complete billing period reviews.
4. Manage Accounts Receivables.
5. Manage Accounts Payables.
6. Manage client contract invoicing.
7. Provide administrative support to staff.
8. Answer incoming client phone calls.
9. Manage banking.
10. Type check/proofreading written reports.
11. Be an excellent person.
12. Other general office related duties.

### 3.) EMPLOYMENT GOALS

1. Accounts Receivable - nothing outside 90 days.
2. Accounts Payable - nothing outside 60 days.
3. Turn around invoicing period review within 5 business days.

### 4.) QUALIFICATIONS

#### Experience and Soft Skills

- 3-5+ years of experience in a successful business environment.
- 3-5+ years of Small Medium Enterprise (SME) bookkeeping experience.
- Proficient in the use of computers.
- Strong interpersonal skills.
- Trustworthy, able to maintain strict confidentiality.
- Well organized and able to work in a team environment.

### 5.) Employment Agreement Details

#### Probationary Period

- There is a six (6) month probationary period with this position.
- Opportunity for full time salary placement upon completion of probationary period.

#### Remuneration

- Annual salary to be negotiated based on experience.
- 2 weeks (10 days) paid vacation per year, plus approximately 11 holidays per year, and a 1 week shutdown period for the holiday season.
- After 90 days you will be eligible for the group medical insurance plan which is a co-pay of 50/50 between yourself and the company.