



## Executive Assistant/ Book Keeper (Part-Time)

Location: Calgary, AB

### The Company

Green Cat Renewables is a specialist renewable energy consultancy which was founded in Scotland in December 2004. In the 12+ years since, the business has expanded to open four offices across Scotland and most recently established the Canadian arm of the business in Alberta, Canada. The company comprises a multidisciplinary team over fifty strong of engineers, specialist consultants, technicians, project managers, site managers and technical specialists, providing a complete in-house consultancy and project management service to deliver renewable energy concepts through the whole project life-cycle from initial conception to operation.

In order to support our ongoing growth in Western Canada, the Calgary team are currently seeking a Bookkeeper/Office Manager. The position would provide the opportunity to work in the fast-growing renewable energy sector providing direct support to the Vice President and the rest of the team. The role would be a part-time position initially, with flexibility around working days and hours within Monday-Friday 8am-6pm. There will be opportunity for this role to become full-time at a later stage in line with the forecast growth of the company.

### The Role

- Purchases/Accounts Payable & Revenue/Accounts Receivable all duties
- Credit Card & Bank Reconciliation
- GST preparation, filing, payment and reconciliation
- Processing Tax Payments for Corporate Taxes and GST
- Payroll for all employees
- Monthly and Quarterly and Year-end Financial statements
- Ordering Office supplies
- Perform banking duties, payments and invoicing
- Creation of meeting agendas and meeting minute taking
- Travel arrangements (International and domestic)
- Tasks pertaining to onboarding of new staff
- Scheduling and prioritisation of executive diaries
- General office management and administration tasks

### The Candidate

- Strong bookkeeping skills gained in a practice environment
- IT literate - Sage, MS Office packages
- Excellent communication and bookkeeping skills
- Highly organised and efficient
- Well presented and professional
- Attention to detail and accuracy
- English speaking

To apply, please write enclosing full résumé and covering letter to [careers@greencatrenewables.ca](mailto:careers@greencatrenewables.ca). Closing date: 22<sup>nd</sup> December.