



Employment Opportunity

Finance Specialist (Kingston Office) (Full-time Permanent)

Posted: September 9, 2022

Closing: Open Until Filled

Salary Range:

\$30-37.50 per hour, 35hr week

Plus benefits, 3 weeks paid vacation

About LHC | Heritage Planning and Archaeology

LHC | Heritage Planning and Archaeology is a consultancy with staff offices in Kingston, Toronto, and Huntsville. We specialize in heritage planning, archaeology, policy and process development, historical research, heritage education, and strategic planning. We are dedicated to industry leadership in technical excellence and in maintaining an engaging, safe, and ethical work environment for its staff. LHC strives to provide consistent, first-rate service to our clients, who represent a variety of sectors, including public, private, not-for-profit, and community groups. LHC is committed to developing a meaningful work-life balance for its team members, with opportunities for advancement.

Job Summary

Reporting to the firm's Managing Principal, works full-time as a Finance Specialist for LHC | Heritage Planning and Archaeology. Responsible for payroll, expense reports, accounts receivable/payable, preparing tax filings, financial records management (paper and electronic), collections, and working with outside firm services (Banks, Accountant, lawyers) as needed. Other duties as required.

Job Duties and Responsibilities

A. Regular

- Accounts Receivable/Payable
- Prepares expense reports, payroll and invoicing;
- Coordination of weekly submission of time sheets;
- Financial tracking and file management via Quickbooks and Egnyte
- Coordination with clients and external service providers (Banks, Accountant, Legal Counsel)

B. Occasional

- Assisting with Budget preparation;
- Assist in the implementation of new software and technological improvements;
- Prepare Monthly, Quarterly and Yearly tax submissions (payroll, HST, corporate tax);
- Prepare T4s and T5s for review by the firm's Accountant; and,
- Preparing materials for collections/ coordinating with the firm's legal counsel.

Qualifications & Required Experience

- A college diploma in Accounting or equivalent. Bachelor degree an asset;
- Professional Accounting (CPA) certification/qualification or a Certified Bookkeeping (CPB); and,
- Minimum of 5 years-experience including substantive experience with small to medium-sized consulting/private firms.

Skills, Abilities, Special Physical Demands

- Highly experienced and proficient with Quickbooks, Microsoft Office, and financial database systems;
- An understanding of CRA rules and requirements;
- Must obtain and maintain a satisfactory Criminal Record Check, at your own expense at time of hire.
- Excellent communication, customer service, and people skills; and,
- Excellent organizational skills and the ability to work both independently and within a team environment to meet strict time constraints and deadlines.

Note: Above duties are representative of a typical position and are not to be construed as all inclusive.

How to Apply:

To apply please send your CV and a cover letter by email to recruitment@lhcheritage.com. We appreciate all applications, only those selected for an interview will be contacted.

EMPLOYMENT EQUITY

LHC is an equal opportunity employer committed to non-discriminatory, barrier-free, and accessible employment practices in compliance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Should you require accommodation through any stage of the recruitment process, please indicate this in your cover letter or contact us by email at recruitment@lhcheritage.com. Although we appreciate all applications, only those selected for an interview will be contacted.