

## Business Administrator

Emerge Knowledge Design Inc. (Emerge) is the environmental technology company that delivers Re-TRAC Connect™, the leading software as a service that government officials, private enterprises, and sustainability professionals trust to efficiently collect, manage, and analyze recycling and solid waste data.

We are looking for a Business Administrator to join our team. This is a key team member who will assist with the administration of diverse functions within the company including financial control, personnel processes, audit/compliance, process improvement, and business continuity and communication, and who will perform a range of administrative duties. This team member will primarily work with and report to the Administrative Officer and will liaise with external accountants as applicable. This role will require a willingness to follow procedures combined with initiative to suggest new methods for accomplishing tasks. Emerge is seeking someone who exhibits professionalism and integrity, is enthusiastic and organized, is detail-oriented, and who will contribute to and maintain high standards.

### ROLES & RESPONSIBILITIES

#### Financial Admin (and bookkeeping):

- Assist with preparing and monitoring company and department budget and forecasts
- Create comparison reports to analyze the difference between budgets, forecasts, and actuals for specified timeframes
- Prepare monthly and quarterly financial analysis reports based on compiled documentation and internal data
- Manage A/P including posting bills and preparing payments
- Calculate and post prepaid expenses and maintain amortization/capital assets schedule
- Reconcile monthly CAD & USD bank accounts and credit card statements
- Prepare and file quarterly GST claim to CRA
- Prepare selected A/R and calculate and post deferred income

#### Contract Admin using Quickbooks, customer online systems, and internal file management system:

- Manage aspects of customer contract admin including liaising with customer agencies as needed to register as a service provider to remit invoices and/or register for payment via EFT and/or report sales & remit industrial funding fees
- Provide executive-level administrative support to contract specialist and/or client service representative as needed related to admin of new contracts, contract renewals, and/or contract amendments

#### Payroll & Benefits Admin:

- Contribute to or administer (pending knowledge/skills) payroll including earnings, vacation, taxable benefits (i.e. employer contribution to transit benefit & health benefit) and employee payroll deductions (employee contribution to health benefits)
- Manage and administer employer group health benefits program which involves setting up new employees, documenting changes, and providing information/assistance to employees as needed

#### General:

- Assist with general office needs (e.g. answering phone, staff event planning, etc.) and special projects
- Research and contribute to ongoing development of company admin policies and process documentation

#### Requirements:

- Bachelor's degree or college certificate preferably in Business Administration, Accounting, or Finance
- Minimum of 5 years of related work experience
- Excellent written communication skills and numerical skills
- Aptitude for problem solving and keen attention to detail
- \*BONUS: experience with multi-currency financials, integrating a payment gateway, and/or US sales tax administration

#### Compensation:

- Salary: \$50,000-\$60,000 commensurate with education and experience
- Location: This is an on-site position at our office in the Exchange District in Winnipeg (in accordance with public health orders)
- Schedule: This is a permanent full-time position, Monday to Friday, 9am-5pm

#### About Emerge:

We innovate. We are motivated to continuously learn and be a force for good in our world. We take initiative and strive for excellence. Join us! Please submit your resume with subject line "HR: Business Admin" via email to [careers@emergeknowledge.com](mailto:careers@emergeknowledge.com). Thank you for your interest (only candidates selected for an interview will be contacted).

This opportunity will remain open until filled. (Posted: Nov 5, 2021)