

## Office Manager

### Logging & Sawmilling Journal and our U.S. sister publication, TimberWest

**Location:** North Vancouver BC, Just minutes from the seabus station in the busy Lower Lonsdale area

#### **General Office Management duties including:**

The office manager/ book keeper performs a very important role in both companies, ensuring that the rest of the team have the tools to do their jobs correctly and in a timely manner. This position requires a person who is highly organized, an effective communicator, and a team player. The position is based in the North Vancouver Office and depending on the person will be either part time (bookkeeping only) or full time with additional roles in the company. There is a large opportunity to develop this role as the company expands.

- Calculate and monitor variances from normal cash flow and report to management
- Issue invoices to customers
- Recording day to day transactions in Sage / Business Vision or similar accounting program
- Reception duties as required when visitors arrive
- Monthly Financial reports to assist ownership in making sound decisions
- Pay supplier invoices in a timely manner
- Pay any debt as it comes due for payment
- Monitor debt levels and compliance with debt covenants
- Collect sales taxes from customers and remit them to the government
- Ensure that receivables are collected promptly
- Record cash receipts and make bank deposits
- Handle all incoming and meter and post all outgoing mail
- Conduct a monthly reconciliation of every bank account
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Issue financial statements

- Provide information to the external accountant who creates the company's financial statements
- Calculate and issue financial analysis of the financial statements
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Archive older accounting and productions files
- Purchase office supplies and equipment as authorized by management
- Monitor office supply levels and reorder as necessary
- Tag and monitor fixed assets
- Comply with local, state, and federal government reporting requirements
- Process payroll in a timely manner
- Process both Canadian and US payroll
- Provide clerical and administrative support to management as requested
- Manage office cleaning schedule with external contractor
- Manage all recycling and garbage removal scheduling

#### **Desired Skills and Experience:**

- Strong command of the English language both written and verbal
- Good communicator in email, over the phone and in-person
- Ability to multitask, prioritize and manage time effectively
- At least 5+ years of bookkeeping experience with knowledge of Sage / Simply
- Accounting Organized and attention to detail
- Strong customer service skills
- Office Experience and post-secondary education
- Experience using a CRM program an asset
- Solutions oriented approach
- Ability to work independently but thrives in a team environment

#### **As you grow with the company we would be looking for someone with an affinity for**

- Social media
- Website

- Digital marketing sales...

**And someone that can**

- Attend trade shows
- Be an ambassador for the company
- Help with running conferences, budget tracking, organisation and setup
- Experience with the forest industry and publishing would be an asset but is not necessary
- Circulation management experience would be an asset also

**Compensation:**

We can offer a competitive salary that will be negotiated based on experience

**About the Company:**

Logging & Sawmilling Journal is an acclaimed industry publication distributed eight times a year to the entire Canadian forest industry, from British Columbia to Newfoundland and Labrador. It is distributed to logging contractors, and reaches every mill and manufacturing operation in the country.

Logging & Sawmilling Journal is owned and operated from the heart of the Canadian forest industry—in British Columbia.

The magazine was founded in Prince George, B.C., almost 50 years ago, in 1969, and it has been continuously published since then. It covers both woodlands and timber processing sectors from the small logging contractor to the senior executive building state-of-the-art mills and biomass facilities.

Learn more about the company here.

<http://forestnet.com/>

[http://forestnet.com/about\\_us.php](http://forestnet.com/about_us.php)

**Application deadline: August 15<sup>th</sup>, 2017**

**Send resume and cover letter to  
robinson@forestnet.com**