



## **BOOKKEEPER/OFFICE ADMINISTRATOR**

**(Category: Permanent, Full-Time; Location: Chalk River, Ontario)**

BTI is a dynamic company with world-renowned expertise in radiation detection, addressing applications in the defence, homeland security, space, industrial, and medical sectors. The successful Bookkeeper/Office Administrator candidate will support BTI's finance, accounting, and office administrative activities. Primary duties include: entering financial transactions in an Enterprise Resource Planning system; processing accounts payable/receivable; processing and analyzing employee timesheets and labour reports; interfacing with customers and suppliers on financial matters; and supporting the Business Operations team with administrative tasks as required.

Candidates must meet the following profile:

- Due to security requirements, the candidate **must** be a Canadian or US citizen, or a permanent resident of Canada, and will be required to provide a criminal record check as a condition of employment.
- Bachelor's degree or minimum two (2) year College diploma from a Canadian institution or recognized international equivalent in Business, Finance, or Accounting, with a strong academic record.
- Previous bookkeeping, finance, or office administration experience is desired.
- Advanced skills in Microsoft Word and Excel are required. Experience with Microsoft Access and PowerPoint are an asset.
- Familiarity with enterprise resource planning systems, such as SAP Business One, or with other accounting software programs is an asset.
- Training or certifications in accounting, finance, or office administration are an asset.
- Excellent spelling, grammar, and communication skills, both written and verbal, in English.
- Team player, with outstanding attention to detail and strong organizational and time-management skills.
- Self-motivated, logical, able to learn quickly, receptive to constructive feedback, and open-minded.

Interested candidates must electronically submit a cover letter, résumé, copy of relevant transcripts, and contact information for at least two professional references to:

**Bubble Technology Industries**  
**Attn: Human Resources, Ref. #AD-01-2020-001**  
**31278 Highway 17, P.O. Box 100**  
**Chalk River, Ontario, Canada, K0J 1J0**  
**E-mail: [hr@bubbletech.ca](mailto:hr@bubbletech.ca)**

**\*\* Submission Deadline: March 31<sup>st</sup>, 2020 \*\***

Only those candidates granted an interview will be contacted. No phone calls please.

Accommodations for candidates with disabilities are available on request.

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