



BATTLESHIELD INDUSTRIES LIMITED

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BILINGUAL ACCOUNTING/ADMINISTRATIVE OFFICER

Battleshield Industries Limited (east end of Ottawa) is a proud Canadian manufacturer and service centre of public safety/utility vehicles (fire, law enforcement, city/municipal, military, EMS). We are currently seeking a **BILINGUAL ACCOUNTING/ADMINISTRATIVE OFFICER** who likes to pursue his/her love of numbers and customer service. We are committed in finding the right candidate that has the right skills and personality to grow with the business.

Key Responsibilities:

- Daily accounting operations including accounts payable, accounts receivable
- Perform monthly account reconciliations
- Greet customers, answer calls and emails
- Prepare tables and reports as well as maintaining databases in support of business activities
- Data entry using accounting system, spreadsheets and/or word processing
- Arrange and coordinate travel arrangements and events/training
- Maintain filing systems (electronic and hard copy filing, archiving)
- Perform other related financial and administrative responsibilities, as assigned

Qualifications / Experience:

- Graduation from a post-secondary institution in business administration (Accounting) and/or two (2) years of relevant work experience in accounting with administrative responsibilities
- Knowledge of administration and accounting practices

Competencies & Skills:

- Fluent in English and French
- Strong computer proficiency using Microsoft Office and Google applications
- Detail-oriented with a high degree of accuracy
- Critical eye and strong financial analytical and problem-solving skills
- Ability to adapt to a changing work environment and handle multiple priorities
- Excellent interpersonal skills
- Ability to handle work in a professional manner with tact, diplomacy and confidentiality
- Ability to work collaboratively in a team environment, as well as independently, with minimal supervision
- Possess a positive attitude with a commitment to deliver results

Assets:

- Knowledge using accounting system
- Human resources experience and knowledge
- Knowledge of workplace health & safety

Benefits:

- Salary based on qualifications and experience – in line with current market conditions
- Great group benefit plan
- Great work-life balance
- Company clothing allowance
- Continuous learning and development

Interested applicants, kindly send resume by email to admin@battleshield.ca or via our website.

We thank all those who apply. Only those selected for an interview will be contacted.