



Accounting Assistant/Payroll

Job Type: Permanent, Full time; Available Immediately

Job Description and Key Responsibilities:

Platinum Marine is looking for an Accounting Assistant with strong payroll experience to join our team. This role will play an integral part in the day-to-day accounting operations and will provide the management team accurate financial and statistical data.

Key responsibilities are as follows.

- Invoicing and Accounts Receivable
- Accounts Payable coverage
- Assisting with month end
- Intercompany billing and reconciliation
- Payroll – banked pay, vacation accrual, payroll discrepancies
- Billing for individual projects
- Post-billing account review and cost/revenue matching
- Accrual entries
- Maintain fixed asset files
- Source deductions, GST, PST, WCB filings.
- Non-billable time and materials review with Controller and shipyard manager
- Demonstrate safe work practices at all times

Qualifications:

The candidate will have excellent organizational, communication, problem-solving and time management skills.

- 3+ years QuickBooks experience
- 5+ years Accounting/bookkeeping experience
- Experience with full cycle accounting
- Experience in a multi-entity environment an asset
- Proficiency in MS Office (Word, Excel, Outlook)
- Excellent written and verbal communication skills
- Must be reliable, honest and punctual
- Ability to work in a fast-paced environment and adapt quickly to new procedures
- Positive attitude, flexible and a team player

Education/Training:

- Accounting/bookkeeping
- Diploma in Business/Accounting or equivalent

Benefits:

As a Company we offer a number of benefits which include the following:

- Health benefits which includes extended medical, dental, life and AD&D.
- Employer funded Employee and Family Assistance Program, which is available to employees upon first day of employment.
- Free employee parking.

Working Conditions:

Reporting to the Controller the candidate's time will be primarily spent in an office environment. Our workshop is in a covered, heated building. Typical business hours are 7:00am – 3:30pm Monday to Friday. Office dress code is casual.

Company Description:

Platinum Marine is the largest full service yacht refit and repair facility in Western Canada servicing boats over 60'. The shipyard and head office is located on Mitchell Island, Richmond (a suburb of Vancouver). With over 80 employees the company focuses on large refit and transformational projects. At any given time, Platinum has multiple large size projects on the go. Customers come primarily from Canada and the USA but the company is known globally and the clientele reflect this.

Platinum's management and professional staff are vastly experienced. Our workforce is highly trained and diverse. Top management include people from Canada, the USA, Australia, Turkey, and England. Positions include naval architects, designers, shipwrights, engineers and specialized journeymen.

Our corporate culture values innovation, efficiency, and forward thinking. We support our employees' passion for boat building with best practices so that we have highly trained, motivated employees who feel they are an important part of the end product.

If this position meets your skills, experience and personal attributes and you are ready for an exciting career working with luxury yachts, then we want to hear from you! Please apply by submitting your resume. Applicants must be legally entitled to work in Canada.

Platinum Marine's sister companies include Crescent Yachts , CCYMarine, Milltown Marine Services, WrapBoats, Tactical Custom Boats.

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