



## **FINANCIAL ADMINISTRATIVE ASSISTANT**

### **About LGL Limited**

Founded in 1971, LGL Limited is an employee-owned environmental research and consulting firm serving clients in Canada, the United States, and internationally. LGL's client base spans industry, government, Indigenous groups, public corporations, academia, and non-governmental organizations. We have over 100 professionals on staff including freshwater and marine biologists, water resource specialists, wildlife biologists, botanists, certified arborists, environmental planners, biostatisticians, and computer database/GIS specialists. Our body of work, including peer-reviewed scientific publications, demonstrates our scientific competence in the field and office, our ability to evaluate the environmental impacts of human activities, provide evidence-based decisions, advance scientific knowledge, and satisfy or exceed the requirements of our clients and regulators.

### **About the Role**

Reporting to the Chief Financial Officer and the Financial Controller and working closely with the administrative team in the Ontario Region, the Financial Administrative Assistant will provide support to the financial team primarily, and various executives and group leaders in different areas of administration, including accounting, payroll, and projects. The Financial Administrative Assistant plays an integral role in creating, maintaining, and completing various reports, financial statements, and supporting in the completion of various audits.

**This is a full-time permanent in-office position in King City, ON.**

### **What You Will Do**

- Responsible for assisting the office in general administrative tasks, including filing, maintaining the administrative calendar, answering the phone, assisting with general inquiries, receiving incoming mail, sending outgoing mail, and maintaining systems
- Complete building maintenance reports
- Prepare bank deposits and conducting reconciliations
- Order office supplies and equipment and maintain supplies inventory
- Ensure the completion of WSIB compliance paperwork for various projects
- Assist the Financial Controller with month end closing and reporting
- Record journal entries as directed
- Process payroll for 140+ employees, as needed
- Assist with year end audits
- Complete Statistic Canada questionnaires and reporting
- Create the project costing summary report
- Assist in the preparation of monthly financial forms
- Support the Ontario Group technical staff with producing, formatting, and finalizing reports
- Maintain project registers



### **What You Will Bring**

- 5+ years' experience working in an office setting, administrative role, or within a financial department is required
- 3–5 years' experience processing payroll is required
- Strong applied knowledge of Microsoft Office applications, specifically Microsoft Excel is required
- Proficiency in ADP, Ceridian, and Traverse software
- Diploma or certificate in Office Administration, Accounting, Finance, or a related field, or an equivalent combination of education and experience is preferred
- Professional verbal and written communication skills
- Process oriented mindset with excellent attention to detail
- High level of interpersonal skills and the ability to collaborate effectively with team members
- Ability to multi-task and coordinate a diverse set of activities to ensure targets are reached
- Ability to display tact, respect, and diplomacy
- Ability to make sound decisions and demonstrate good judgment

### **What We Provide**

- Extended healthcare benefits, including long-term disability coverage
- A progressive vacation policy
- Contributions towards an RRSP and professional certifications
- Career growth through mentorship, structured and informal professional development, and peer relationships
- A safe and respectful workplace with an emphasis on work-life balance

### **Application Information**

If this dynamic opportunity within a successful, well-respected, and growing organization sounds like a great fit for you, please [read the full job description](#) and [apply with your resume and cover letter](#).

Resume screening will commence immediately, so do not delay applying. We look forward to connecting with you!

If you require accommodation in the recruitment process or have questions, please let us know by contacting us at [kimberley@engagedhr.com](mailto:kimberley@engagedhr.com).