

# KEILHAUER

## ACCOUNTING ADMINISTRATOR GRADE 4

### WHO IS KEILHAUER?

Founded in 1981, Keilhauer is a privately owned, design-focused contract furniture manufacturer. Working with world-renowned furniture designers, Keilhauer is internationally recognized for award-winning design, built with extreme craftsmanship, to the highest environmental standards. At Keilhauer, we believe that because we all share this planet, it is essential that we do our part protecting it. Our comprehensive sustainability program, *Planet Keilhauer*, driven by our goal of closed-loop manufacturing, is an approach to production in which there is no waste and materials are cycled back into the system, minimizing environmental impact.

### SUMMARY

The Accounting Administrator is a supportive role responsible for assisting in all areas of a subsidiary business including, A/R, A/P, Production, Purchasing and Customer Service.

In this role, you must be able to multi-task, pick up new tasks quickly and work cross-functionally within the company. As most matters in Accounting are time-sensitive, good time management skills and the ability to evaluate urgency are essential. You know which tasks to prioritize and approach them methodically. When issues arise, you use good judgement and thoughtful analysis, looping in the Supervisor for assistance where needed.

The ideal candidate for this role is a junior Accounting professional who has a keen eye for detail and the ability to meet established daily objectives. You handle your tasks with composure and diligence, knowing that others count on your timely processing to keep all functions flowing.

### QUALIFICATIONS

- 1 year of experience in Accounting, preferably within the manufacturing industry.
- Post-secondary Certificate or Diploma in Finance or Accounting.
- Intermediate proficiency with accounting software, MS Office (Excel, Word, Outlook) and the internet; experience using SyteLine or similar ERP is an asset.

### COVID-19 PRECAUTIONS

Keilhauer has mandated a COVID-19 vaccination policy in place. As of September 22, 2021, all present and future employees are required to provide proof of receiving all recommended doses of an approved COVID-19 vaccine (or combination of approved COVID-19 vaccines) to Human Resources. We are committed to providing reasonable accommodation to employees who are unable to vaccinate for medical reasons.

- Remote interview process.
- Personal protective equipment provided or required.
- Daily screening of all employees.
- Social distancing guidelines in place.
- Virtual meetings when possible.
- Sanitizing, disinfecting and cleaning procedures in place.

**DOES THIS ROLE SOUND LIKE A FIT?**

Keilhauer is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive, respectful environment for all employees.

If this role is for you, please send your resume to [careers@keilhauer.com](mailto:careers@keilhauer.com) and tell us why you would be a great addition to our team! Please note that only those selected for further consideration will be contacted.