



SHAPING GREAT COMMUNITIES

Posting Date: September 7, 2022

Application Deadline: Friday, September 16, 2022

Starting Date: As soon as possible.

Location: Kitchener Office

Role: Office & Accounting Manager

GSP Group is an award-winning, employee-owned company that has been providing land use planning, urban design and landscape architecture services from our offices in Kitchener and Hamilton for over 27 years. We provide our creative and professional services to both the private and public sectors on a wide range of multi-disciplinary projects across Southern Ontario, which demonstrates our passion for shaping great communities.

GSP Group is a great place to work. We have a dynamic team of professionals committed to creating great places, and doing so in a collegial, professional environment. We offer competitive salaries and benefits, professional development opportunities, and promote work-life balance with our Social, Health and Wellness, and Sustainability Committees (Green Team), as well as summer hours from Victoria Day through to Labour Day to get a head-start on enjoying the warm weather and weekends.

Who are we looking for & Responsibilities associated with this position:

We are looking for an Office and Accounting Manager to join our Kitchener office and contribute to our passion for shaping great communities. Reporting to the Vice President of Finance, this important leadership position includes providing a full range of office and accounting management duties including:

- Management of Administrative staff and direct the provision of excellent support to all employees
- Participation on Management Committee and keeping of meeting minutes
- HR assistance - payroll, WSIB, Group Insurance, coordination with HR consultant
- Maintaining Provincial/Federal requirements (HST, EHT, AODA)
- All accounting functions, including G/L, A/P, A/R, account reconciliations
- Management of cash resources, banking systems
- Preparation of quarterly and annual financial statements, and year-end working papers
- Liaison/coordination with Corporate Accountant/Financial Advisors, bank, insurance and Group Benefits providers, CRA, and accounting software and payroll services providers
- Issuance of T4's

PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE

72 Victoria St. S., Suite 201, Kitchener, ON, N2G 4Y9
162 Locke St. S., Suite 200, Hamilton, ON, L8P 4A9
gspgroup.ca

- Manage, update and maintain employee handbook, policies and procedures
- Assist with tracking and reporting of financial position and progress, cashflow, annual corporate budgeting, forecasting and cost controls and other business planning and financial matters
- Work with other Managers and Executive Committee to recruit new staff
- Manage new employee welcome and orientation and on-boarding, and employee off-boarding
- Support employee performance review processes and assist with preparing and finalizing employee evaluation forms
- Administrative responsibilities associated with implementation of corporate shareholder agreement (e.g. issuance of dividends, administration of shareholder loans, issuance of T5s)
- Maintaining employee personnel files including date of hire/ years of service and vacation entitlement and preparing materials for staff/management/executive upon request (e.g. Letter of Employment, Record of Employment)
- Staff training and support on accounting/time-tracking software, invoicing, A/R and collections processes and GSP Group's project management protocols
- Renew, track, and maintain all corporate licenses, professional licenses and registrations
- Assist with coordinating special event registrations, sponsorships and donations
- Creating and managing an office budget, ordering supplies and maintaining inventory
- Administration of staff profit-sharing program
- Responsible for overall management of timesheets/WIP
- Tracking of time-off-in-lieu for all staff
- Manage staff travel arrangements

Qualifications required for this position:

Candidates applying for this position with GSP Group should have the following qualifications:

- College diploma or university degree with a minimum 8 years of experience in office management, accounting or related field
- Accounting designation preferred
- Demonstrate effective leadership, management, communication and organizational skills, such as the ability to set and achieve team goals, inspire and motivate staff including individual goal-setting and personal and professional development, and building a positive and productive team environment and culture
- Extensive experience and proficiency with Ajera (Deltek) and/or equivalent programs, and Microsoft Office software
- Knowledge of applicable legislation including Employment Standards Act, Income Tax Act

- Excellent oral and written communication skills with attention to detail

Qualified applicants are invited to send a cover letter and resume in confidence to gsp@gspgroup.ca, or to GSP Group Inc., 201-72 Victoria Street South, Kitchener, ON N2G 4Y9. We would like to hear from you as soon as possible and no later than Friday, September 16, 2022.

We thank all those who submit applications however only those candidates selected for an interview will be contacted.