

Admin/Billing Coordinator (12-month contract)

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.

Responsibilities associated with this position:

We are looking for an Admin/Billing Coordinator to join our Kitchener office and contribute to our passion for shaping great communities. Reporting to the Office & Accounting Manager, this important position includes providing a variety of office and accounting support including:

- Preparation of monthly Work-in-Progress (WIP) reports and coordination/preparation of project invoices working with Project Managers
- Processing of cash receipts and following up with clients on payments
- Provision of excellent administrative, billing support and file management assistance for all employees
- Continuous review and improvement of administrative and accounting functions
- Staff training and support on accounting/time-tracking software, invoicing, A/R and collections processes and GSP Group's project management protocols
- Reception and office administration tasks
- Assist with new employee welcome, orientation and training
- Ensure timely completion of timesheets by all staff and return of WIP by Project Managers
- Tracking of vacation and time-off-in-lieu for all staff
- Ad hoc reporting as required

This position is a 12-month contract with potential to become permanent full-time. The successful candidate will work in our Kitchener office during regular business hours (8:30am-5:00pm Monday to Friday, excluding statutory holidays) for a total of 37.5 hours per week.

PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE

Qualifications required for this position:

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

- College diploma in business administration or related program with a minimum 3 years' relevant experience.
- Experience in a professional/consulting office environment is an asset
- Demonstrate effective time management, communication and organizational skills, attention to detail and building a positive and productive team environment and culture
- Experience and proficiency with accounting software including Ajera (Deltek) and/or equivalent programs, and Microsoft Office Suite
- Excellent oral and written communication skills

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, January 20, 2023**.

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