



Job Description

Position Title: Financial Administrative Assistant

Group: Ontario

Reports To: Chief Financial Officer, Financial Controller

Hours and Location: Full-time, 37.5 hours per week, King City, ON

Position Summary:

Founded in 1971, LGL Limited is an employee-owned environmental research and consulting firm serving clients in Canada, the USA, and internationally. LGL's client base spans industry, government, Indigenous groups, public corporations, academia, and non-governmental organizations. 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, advance scientific knowledge, and satisfy or exceed the requirements of our clients and regulators.

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 and projects. The Financial Administrative Assistant plays an integral role in creating, maintaining and completing various reports, financial statements, supporting in the completion of various audits, and processing payroll on an as-needed basis.

Responsibilities and Accountabilities:

- Responsible for assisting the office in general administrative tasks
- Filing paperwork and maintaining systems
- Completing building maintenance reports
- Filing and logging certificates
- Answering the phone and assisting with general inquiries
- Receiving incoming mail and courier, preparing and sending outgoing mail
- Overseeing and maintaining organization of the administrative calendar
- Preparing bank deposits and conducting reconciliations
- Ordering office supplies and equipment
- Maintaining office supplies inventory
- Ensuring the completion of WSIB compliance paperwork for various projects
- Assist the Financial Controller with month end closing
- Recording journal entries as directed
- Support and assist the Financial Controller with completing month end reporting
- Assisting with year-end audits
- Processing payroll for 140+ employees on an as-needed basis
- Completing Statistic Canada questionnaires and reporting
- Creating 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
- Providing clerical and administrative support to projects as requested



The list of duties and responsibilities described above is not intended to be all-inclusive and may be expanded/modified from time to time as required by the organization's needs.

Knowledge, Skills and Abilities:

- Professional verbal and written communication skills
- Process oriented 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
- Computer literate with strong applied knowledge of Microsoft Office applications, including high proficiency in Excel
- Proficiency in ADP, Ceridian, and Traverse software
- Ability to display tact, respect, and diplomacy
- High-level of self-awareness and emotional intelligence
- Strong planning and time management skills
- Ability to make sound decisions and demonstrate good judgment

Qualifications and Experience:

- Diploma or certificate in Office Administration, Accounting, Finance, or a related field, or an equivalent combination of education and experience is preferred
- 5+ years' experience working in an office setting, administrative role, or within a financial department
- 3 - 5 years' experience processing payroll

Other:

- Working in-office
- Compliance with LGL Limited's policies and procedures

This job description may change at the discretion of LGL Limited.