



## Job Posting

**Title:** Accounting Administrator

**Company:** *Miller Technology*

**Location:** *North Bay, Ontario*

**Status:** *Full-time, Permanent*

**Company Profile:** Miller Technology Incorporated is a privately owned and operated Canadian business that specializes in mobile and utility equipment for the mining, tunneling and construction industries. Since the company's inception in 1979, Miller Technology has grown to a staff of 50 employees and a 55,000 ft<sup>2</sup> facility. Miller Technology offers Sales, Parts and Service to customers as well as in-house Manufacturing, Engineering and Research and Development departments. Miller Technology is an ISO-9001 Certified Company.

### **Job Description:**

The Accounting Administrator is responsible for managing accounts payable and accounts receivable, assist in maintaining files and databases, performing clerical and general office duties.

### **Qualifications:**

#### Experience

- 3+ years

#### Education

- Post-Secondary credentials would be considered an asset

#### Skills

- Proficient with accounting software Sage 50, Electronic Mail, MS Word, MS Excel and MS Windows
- Strong multitasking and organizational abilities
- Excellent oral and written communication skills
- Detail oriented and works with high degree of accuracy

#### Working Conditions

- Office setting
- Work under pressure, tight deadlines, repetitive tasks
- Self directed and able to complete projects with limited supervision

#### Work Hours

- Monday to Thursday: 8:00 am-5:00 pm
- Friday: 8:00 am-4:30 pm



If you are interested in this opportunity, please forward your resume to [hr@millertechnology.com](mailto:hr@millertechnology.com)

Miller Technology would like to thank all applicants; however only those selected for an interview will be contacted.

Miller Technology is an equal opportunity employer; welcoming and encouraging applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Date posted: August 30, 2019.