

**Operational Accountant / Administrator**  
**Kootenay Region, BC (remote/virtual possible)**

**Monticola Management Ltd.**, a locally owned and operated forest management, consulting and wood products manufacturing company, is pleased to be searching for an Operational Accountant / Administrator for a permanent, professional opportunity to support the business optimization and eventually lead full-cycle business administration activity on behalf of the company's BC based operations. This position should develop into a controlling position within 2-years.

The **Operational Accountant / Administrator** will work under the direction of the Controller, as part of the administration team and cross-divisionally with forest operations personnel to deliver exceptional client service, business administration functionality, process improvement and cost control. This exciting opportunity is well suited to either experienced administrative professionals or recent graduates with an interest in business management, as well as an understanding of accounting functions, a high attention to detail, and a willingness to work collaboratively towards shared objectives.

**Key Deliverables:**

- Support team cohesion and provide ad-hoc administrative support to Forest Operations teams.
- Manage all aspects of the log accounting process, and generation of revenue reports and contractor pay
- Manage all aspects of revenue recording of timber sales and reporting on sales and volumes sold
- Manage business processes and business infrastructure
- Supervise Contractor payments and administer the internal WO/PO protocol
- GST filing and remittances
- Payroll and remittance
- WCB filing and remittances
- Assist in managing office supplies and provide field inventory purchasing/management support as needed.
- Administer the export permitting process, or oversee this function
- Assist the Controller in the following functions in a second phase of the position development:
  - supporting the timber sales revenue activities and reporting analysis of timber sales
  - cost analysis for client companies and our management companies
  - budget preparation and ongoing Actual to Budget reporting
  - prepare reporting to senior staff, forestry staff and clients
  - Client interaction to present financial information

**Qualifications:**

- Associates/Bachelors degree (accounting, administration, commerce, economics, forestry or resource management), or relevant combination of education and experience.
- Highly organized and comfortable operating in a workplace with multiple geographic locations and utilizing online communications tools, apps and software
- Excellent interpersonal skills
- Strong attention to detail
- Capable of working to deadlines in fast paced environment
- Strong accounting and/or bookkeeping skills , or a commitment to acquire this proficiency (certificate or professional designation an asset though not required.
- Proficiency with QuickBooks or similar bookkeeping software is an asset
- Demonstrably proficient with MS Office 365

**Applications are currently being accepted. Applications may be sent to Maureen Muentner-Anderson ([maureen@monticola.ca](mailto:maureen@monticola.ca)) including questions or for more information about this unique and interesting opportunity.**