



## **Finance Assistant Job Description**

We are searching for a Finance Assistant for our group of companies which include Bend Beauty, Aycoutay Technologies Inc. and the newly incorporated 10519685 Canada Inc.

We are creating an ecosystem of companies that contribute to health and wellness through a combination of health enhancing supplements and health informing wellness measurement technologies.

As we grow and evolve we are adding to our infrastructure through this newly created role.

### **Roles Categories and Details**

#### **Infrastructure 70%**

- Finance - Responsible for accounts payable, accounts receivable, bank entries, GST/HST calculations for required remittances, credit card reconciliations, preparation and processing of expense claims, R&D project tracking and administrative support for SRED, track costs and assist in preparation of claims for funding programs (ex. ACOA, IRAP), provide input and content for company policy and procedure manuals.
- Office Management - General office maintenance, maintain office equipment (ex. photocopier), deal with cleaners, deal with issues concerning landlord as delegated by Company Controller, ordering or purchasing office supplies, investigate cost savings while adhering to company environmental purchasing policies.
- Shipping and Logistics - Manage shipping provider accounts, negotiate rates, prepare shipping paperwork (including cross border customs documents), coordinate shipments of inventory, trade show booth, and marketing materials.
- Travel - Coordinate travel: booking flights, international phone plans, rental cars, accommodations etc.
- Special projects, ad hoc support activities for the office/team as needed.

#### **Revenue 30%**

- Sales order processing – responsible for the entire sales order/fulfilment process, process online sales orders through WooCommerce platform, process customer credit card payments.

#### **Skills**

- entry level accounting
- strong data entry skills
- experience working in accounting software
- proficiency in Excel, Word 1
- organization and problem solving
- experience in organizing/running and office
- experience with shipping/customs
- experience with travel booking



### Personality

- loves investigating and solving problems
- inquisitive, resourceful
- takes initiative and is proactive
- great attention to detail
- numbers as well as people person
- excellent relationship building aptitude
- loves to take on new challenges and approaches each from a solution oriented perspective
- self-responsible and accountable
- passionate about creating a calm, organized working environment for the team
- passionate about learning new ways of doing things
- strives to live in an environmentally responsible and sustainable way

This a full time, permanent role working out of our offices at 1592 Barrington Street, 4 & 5th floors.

If you're interested please contact Kath Perry - [kath@noctilucaconsulting.com](mailto:kath@noctilucaconsulting.com)

Note: only qualified candidates will receive a response.