

## Manager, Administration/Operations Calgary, Alberta

Our client is a Calgary-based Chartered Accountant Firm specializes in providing tax services to expatriate Canadians who leave Canada or work outside Canada. This organization assists Canadian multi-national corporations with international relocation planning, cross-border compensation strategies and tax equalization and expatriate tax policy development.

The Manager, Administration/Operations reports to the President and provides leadership and guidance to office administrative resources and ensures smooth day to day operational flow of the business.

### Practice Accounting/CRA Compliance

- ✓ Accounts Receivable – Billings and Collections, WIP Management, Deposits;
- ✓ Accounts Payable; Payroll;
- ✓ Monthly Financial Statements; Year End preparation, liaise with external accountant;
- ✓ Signing authority for all bank accounts;
- ✓ Source Deduction Reporting and T4 Preparation; GST Filings; T5 Preparation.

### Administration of Plans and Policies

- ✓ Alberta Health Care Group Plan; Extended Benefits Group Insurance Plan,
- ✓ Professional Liability Insurance; Fire and Theft.

### Network and Computer Maintenance (12 Workstations)

- ✓ Daily Backup; Software Installations; Troubleshooting; Liaise with outsourced network administrator;
- ✓ Maintain network profile and domain registrations;
- ✓ Web Mail management (Out-of-office replies, setup of user accounts).

### Human Resources:

- ✓ Assist professional staff with recruitment process and training of new hires;
- ✓ Maintain personnel files (track banked hours, vacation schedules, evaluations, issue Records of Employment);
- ✓ Develop and administer staff education plans, track professional development.

### Facilities, Business Practices/Processes

- ✓ Maintain building and equipment leases, contracts with suppliers;
- ✓ Oversee capital expenditures (computers, furniture) and office maintenance (security system, installations);
- ✓ Implement, co-ordinate and improve office procedures;
- ✓ Ensure practice compliance with professional guidelines (registrations, etc.);
- ✓ Act as client liaison (complaints, special requests, etc.);
- ✓ Assist professional staff with special projects;
- ✓ Oversee receptionist; Other duties as assigned.

Candidates need to have post secondary education in accounting and preferably be working toward a professional designation. A minimum of 2-3 years financial accounting and supervisory experience in a professional services environment would be ideal, combined with strong communication and interpersonal skills. Successful candidates will thrive in a creative, entrepreneurial driven environment and have excellent customer/client skills. Our client is committed to work life balance and provides an exceptional compensation/benefits package.

This position is available immediately and those qualified and interested are requested to submit their resumes to:

Ora A. Zabloski  
Managing Director  
AMKOR Enterprises Ltd.  
Telephone: (403) 668-0139 office or 1-403-239-9035 Direct  
[ora@amkorgroup.com](mailto:ora@amkorgroup.com)

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