

Accounting Administrator

Company Overview:

The Look Company specializes in providing world-class visual engagement solutions for sport, retail, and commercial clients around the globe. We are a high-energy, fast-paced organization that thrives on innovation, collaboration, and results. As we continue to grow, we are looking for a driven individual to help lead our production efforts and support our expanding operations.

At The Look Company, we value creativity, teamwork, and a can-do spirit. We offer the chance to grow with a global company that rewards initiative, supports professional development, and fosters a culture of belonging and excellence.

Position Overview: Contract, full-time

Hours of Work: Day shift, Monday to Friday, 8:00 am – 4:00 pm

Location: On-site, 343 Saunders Rd, Barrie, Ontario

Reporting To: Chief Financial Officer (CFO), within the existing Finance team

Role Status: This is a newly created position

The Accounting Administrator is responsible for overseeing all financial operations and administrative functions for one subsidiary, with a primary focus on managing one large, high-value project account. This role requires a highly organized, detail-oriented, and self-motivated professional who can work independently while maintaining accuracy, efficiency, and compliance across financial processes.

Key responsibilities include overseeing accounts payable and receivable, budgeting, financial reporting, and expense tracking related to the assigned project. This role will also ensure the smooth day-to-day operation of the office by completing day to day data entry functions, work order creation etc.

This position requires a proactive problem-solver who takes initiative, identifies process improvements, and ensures deadlines are met without supervision. The ideal candidate demonstrates strong analytical skills, sound judgment, and the ability to balance strategic priorities with hands-on financial management.

Why Join Us:

- Contribute to a fast-paced, high-impact finance team supporting multi-department operations.

- Short-term contract with exposure to a variety of accounting functions, from accounts payable/receivable to reconciliation and reporting.
- Opportunity to work closely with experienced finance professionals and gain hands-on experience in corporate accounting processes.
- Be part of a dynamic, growing organization where your contributions have visible impact.
- Learn best practices and gain valuable insights into financial operations across multiple teams.

Job Duties (include and are not limited to):

Financial Management

- Oversee daily financial operations including accounts payable, accounts receivable, invoicing, monitor cash flow and reconciliations.
- Prepare and analyze monthly, quarterly, and annual financial statements and reports.
- Maintain accurate general ledger and journal entries and ensure compliance with accounting standards and company policies.
- Review purchase/work orders, vendor invoices, and expense claims to ensure proper coding and approvals.

Project Accounting

- Track project budgets, expenses, and progress billing for the assigned major account.
- Maintain organized documentation for all financial transactions and project-related records.
- Ensure compliance with all applicable tax regulations
- Oversee and manage accounts receivable and accounts payable

Office Administration

- Ensure all work orders are correctly entered, prioritized, and monitored to meet project timelines and operational standards
- Manage administrative systems, databases, and filing to ensure efficiency and accessibility.
- Maintain confidentiality and discretion in handling company and client information.
- Act as the main point of contact for administrative inquiries, both internal and external.

Leadership and Process Improvement

- Develop and implement financial and administrative procedures to improve efficiency and control.
- Identify and resolve discrepancies proactively with minimal supervision.

- Support the management team with financial insights and data-driven recommendations.
- Contribute to a positive and collaborative workplace culture, demonstrating initiative and accountability.

CORE COMPETENCIES

- Financial Management & Reporting
- Project Accounting & Cost Tracking
- Accounts Receivable & Payable
- Tax Compliance & Regulatory Adherence
- Work Order & Invoice Processing
- Bank & Account Reconciliation
- Initiative & Self-Motivation
- Process Improvement & Efficiency
- Office Administration & Vendor Management
- Data Accuracy & Record-Keeping
- Problem-Solving & Analytical Thinking
- Communication & Collaboration
- Time Management & Prioritization

Qualifications & Requirements

- Post-secondary education in Accounting, Finance, Business Administration, or a related field.
- Minimum 5 years of experience in financial, accounting etc. preferably within a manufacturing or printing environment.
- Advanced proficiency in Microsoft Excel and Office Suite; Proficiency in NetSuite is preferred
- Strong knowledge of accounting principles and practices
- Excellent analytical, problem-solving, and organizational skills.
- Ability to work independently and manage multiple priorities effectively.
- High attention to detail and accuracy in data management and reporting.
- Strong interpersonal and communication skills, with the ability to liaise effectively across departments.
- Demonstrated initiative, adaptability, and accountability in a fast-paced setting.

Benefits:

- Wellness program
- Company events
- Casual dress

- On-site parking
- PPE supplied

We believe a diverse workforce makes a difference. We are an Equal Opportunity Employer. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

If you are interested to learn more or in applying for this position, please apply through our website at: <https://experience.thelookcompany.com/careers>