



Ron's Equipment Rental & Industrial Supply

Full-Time Permanent FINANCE OFFICER

Ron's Equipment and Industrial Supply is a fast growing company that provides industrial supply, sales, service, and rental of large and small equipment across the Northwest Territories and Nunavut. The business carries in excess of 200 product lines and several equipment dealerships.

Duties: Ensure supplier invoices are accurately prepared and payments are processed, both in an efficient and timely manner; administer and processes semi-monthly payroll in accordance with Revenue Canada and Territorial regulations; and provide support to the administration department as and when required. **Qualifications:** Bookkeeping experience including a high school diploma and, in addition, three years related work experience; and must be proficient with common computer applications.

Resumé can be submitted by email to:

HR@ronsauto.ca

Dropped off in person to:

Jessica at 103 Kam Lake Road

Or faxed to: 867-873-4871