



SHS Services Management is a National Services Management Company. We have built alliances with Canada's most trusted craftsmen to be able to provide Canadian homeowners with Consistent, Reliable Home Services for virtually every area of their home. Our company is expanding and we are looking for dynamic, results-oriented people to join our winning team.

We are a people first organization and we value Integrity, Teamwork and Fun, Balance, Determination and Creativity, and Humility. Our strategy promotes strong corporate growth and advancement opportunities for our people. Our professional work environment fosters exceptional employee engagement and superior work performance, with a progressive relationship between people, ideas, and technology. We offer competitive compensation and benefit programs. Our Total Rewards Program encompasses many different aspects of quality of life and as well as personal and/or family assistance.

**We currently have the following Career opportunities available immediately at our Head Office located in Markham, ON.**

### Financial Controller

Reporting to the A/P Finance, the Financial Controller is responsible for, but not limited to, overseeing accounting month end close process; overseeing weekly and monthly management reporting; reviewing and preparing financial statements, bi-weekly cash forecasts, support schedules for Sears' partnership with SHS, annual and quarterly budgets, journal entries, warranty reserve analysis, provision accounting and continuity, impairment analysis, vendor payments, audit working papers, commodity tax filings, and assisting with special projects and analysis as required.

**Qualifications:** 5 - 7 years' experience as a financial analyst and at least 2 years managing; University degree or college degree in Commerce or Business Administration with emphasis on finance/accounting; Attained or enrolment in a professional accounting designation (CA, CMA, CGA); Solid computer skills with experience in MS Office especially Excel; Experience with any accounting software packages, SPA B1 preferred; Excellent analytical, administrative and organizational skills; Results oriented with an ability to set and meet realistic and attainable goals; Strong interpersonal skills in dealing with internal and external customers.

**Working Conditions:** Office Environment; Monday to Friday, regular business hours.

### Business Analyst

Reporting to the Financial Controller, the Business Analyst is responsible for, but not limited to, monitoring, reviewing, and analyzing weekly margin performances across lines of business; developing forecasts; analyzing payment settlement rejections and ensure funds are recovered in a timely manner; maintaining financial information, SAP accounts, and establishing category and business units; maintaining data integrity between the SAP back end and the Central sales order system; working with operations to prepare weekly commentaries on financial performance; and participating in the revision of company accounting manuals and Intranet content.

**Qualifications:** Undergraduate or Graduate degree in Business, Finance, Math, or a related discipline; 2+ years of progressive financial/business experience; Strong knowledge of Accounting, Finance, and Marketing principles; Expert in Excel and Visio; Strong problem-solving, operational, and financial analysis skills with consistent attention to detail; Energetic self-starter possessing the ability to work under minimal supervision in a fluid, dynamic fast-paced, changing work environment and also with a team; Must possess the sense of accountability to deliver high quality results against tight deadlines.

### Accounts Payable/Receivable Associate

Reporting to the Vendor Accounting Manager/Accounts Payable Supervisor, the Accounts Payable/Receivable Associate is responsible for, but not limited to, processing full-cycle Accounts Payable for Vendors/Non-merchandise data entry, Merchandise A/P matching with receipts, Contractors, Installers, and Employees.

**Qualifications:** SAP accounting software experience is highly preferred. Previous expense experience is preferred; Intermediate to advanced proficiency in MS Excel; 6,000 keystrokes per hour capability; this is a high volume environment.

**Language Requirements:** Candidates must be fluent in French-English, bi-lingual speaking.

### Accounting Analyst

Reporting to the Financial Controller, the Accounting Analyst is responsible for, but not limited to, preparing back reconciliations and cash accrual journal entries; preparing critical balance sheet accounts, including prepaid, accrued liabilities, customer deposits and hold backs, inventory, and equity; preparing transaction entries for posting to the general ledger; creating and maintaining schedules supporting account balances as assigned; preparing commodity tax remittances; and other duties as required.

**Qualifications:** Bachelor's degree in Accounting or a related field; 2+ years of experience with accounting principles; Ability to interpret and analyze accounts and records of a moderate-to-complex nature; Effective oral and written communication skills; Analytical ability sufficient to apply well-established accounting principles, theories, concepts, and practices to a wide variety of difficult problems; Advanced Excel knowledge and abilities such as pivot tables, V-look-ups, advanced formulas, etc.

### Senior Payroll Manager

Reporting to the A/P Finance, the Senior Payroll Manager is responsible for, but not limited to, reviewing payroll registers and processing for salary and casual employees; managing payroll field; and payroll tax remittance preparations (EI, CPP, IT, WSB).

**Qualifications:** 8+ years of experience as a Payroll Manager; Avanti experience; University degree and/or CPM designation; Excellent communication skills and a high attention to detail.

### Payroll Field Support Associate

Reporting to the Payroll Manager, the Payroll Field Support Associate is responsible for, but not limited to, setting up new employees and maintaining complete and accurate employee records and payroll information in payroll software; processing and entering Associate Change Forms (i.e. rate changes, status change, transfers, etc.) into payroll system; processing termination and issuing Records of Employment in compliance with ESA; coordinating for field staff to obtain missing time cards; calculating and releasing vacation pay for hourly employees; ensuring all pay rates and other compensations are in accordance with Agreements, Provincial Regulations, and/or Company Policies; audit hours uploaded from timekeeping system and entering any adjustments; compiling payroll reports for distribution to Site Managers; and responding to staff or customer inquiries in a timely and professional manner.

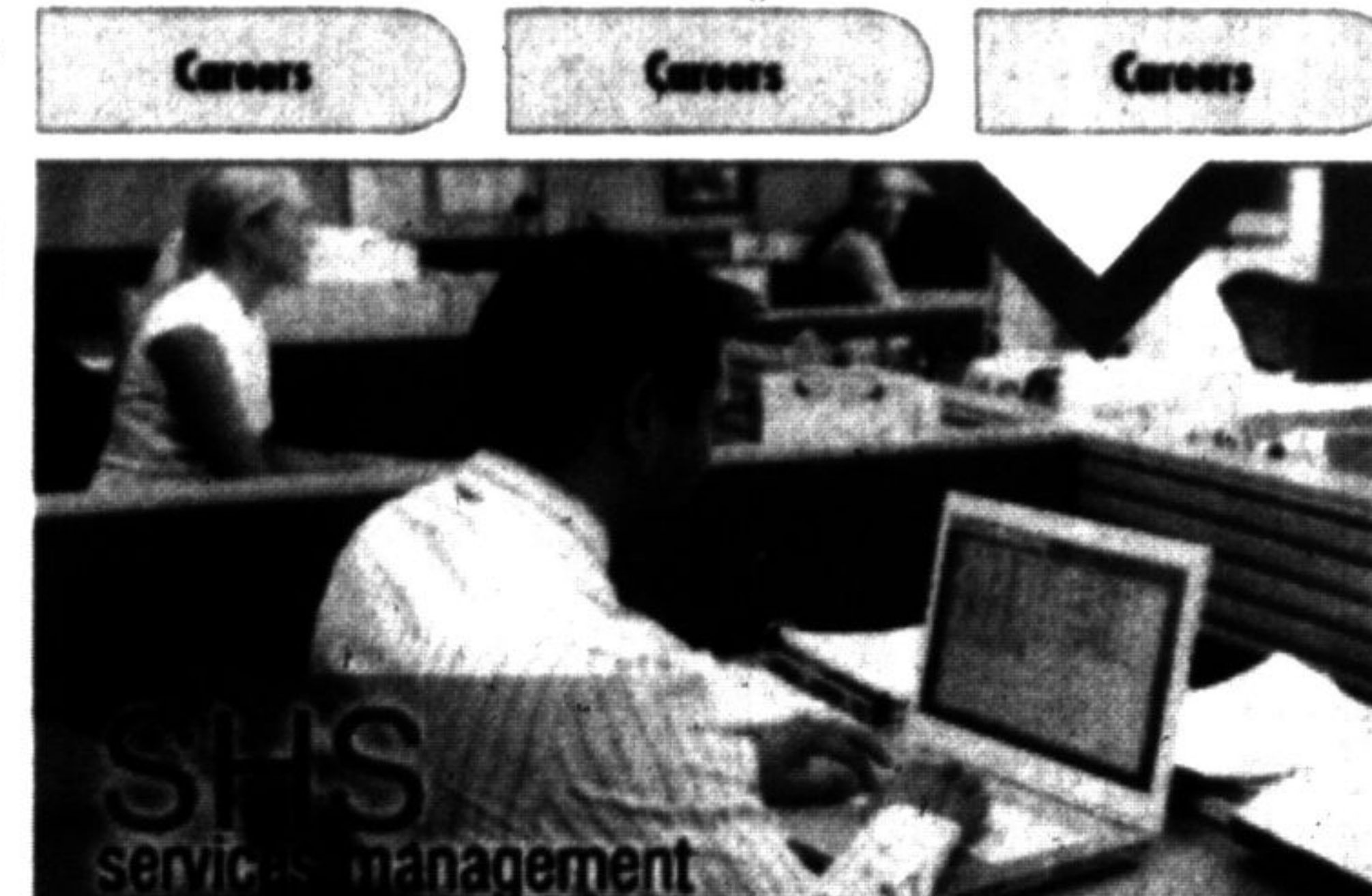
**Qualifications:** Minimum 1 year of multi-provincial payroll experience and familiar with Federal and Provincial government legislations; College diploma or University degree in related field; Completed or enrolled in the Payroll Compliance Practitioner Certificate; Computer skills including MS Office applications, with particular strength in Excel and Word; Excellent teamwork, communication and interpersonal skills; Must have excellent problem solving abilities, ability to work well under pressure and meet strict deadlines; Trustworthy and able to maintain confidentiality at all times.

**How to apply:**

Submit with confidence your cover letter and resume indicating the position of interest to [recruitment@shsservices.ca](mailto:recruitment@shsservices.ca). An SHS Human Resources representative will contact successful candidates.

For more information, please visit [www.shsservicesmanagement.ca](http://www.shsservicesmanagement.ca).

**SHS**  
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### Project Coordinator

Markham, Ontario

Reporting to the Project Coordination Supervisor, the Project Coordinator is responsible for building and expediting customer projects and contracts through our order management and procurement systems.

The Project Coordinator will provide support to our Products and Field Operations departments on matters ranging from processing payments, order and delivery status inquiries, scheduling, change orders, and customer satisfaction while providing second level support on customer service issues.

**Language Requirements:**

- Positions available for both English and Bi-lingual speaking candidates.

**Qualifications:**

- Ability to multi-task with exceptional attention to detail.
- Superb customer service skills and the ability to problem solve.
- Ability to work dynamic and fast-paced work environment.
- Ability to write clearly and concisely, with strong verbal communication skills.
- Previous experience in an operations role would be beneficial.

**Working Conditions:**

- Office Environment.
- Weekday morning or evening shifts (7.5 hours a shift/day) for 37.5 hours a week.
- Hours of operation requiring shift coverage is from 8:00 a.m. to 11:00 p.m. EST.

Positions are available immediately.

**How to apply:**

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**General Help**

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