

## Job Outline for Business Manager

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April 6, 2021

At S3 Wireform, the Business Manager leads financial operations and ensures that administrative information and systems are in keeping with corporate objectives. The successful candidate will be a values-driven, results focused individual capable of producing financial results and successfully coaching and overseeing administrative employees.

### Job Overview:

- Oversee and perform Accounts Payable, Accounts Receivable and Payroll actions
- Oversee production co-ordination and administrative staff
- Prepare month-end & year-end financial statements
- Provide reports for management
- Set up and audit financial and administrative systems
- Onboard new hires and ensure orientation processes are completed
- Oversee general office functions
- Monitor key performance indicators
- Co-ordinate with other S3 business units

### Requirements:

- Minimum of 7 years previous accounting and office experience
- Supervisory experience
- Knowledge of payroll and HR rules and systems
- Strong understanding of fundamental accounting principles specific to manufacturing
- Proficiency with Microsoft Office Suite, with high levels skills in QuickBooks, Word, Excel and Outlook
- Experience using manufacturing ERP systems
- The ability to monitor and enforce multi-team project deadlines and reporting
- Initiative in problem solving
- Strong business sense
- The ability to self-teach

### Why work with S3?

*Challenge and opportunity typify every career at S3. In addition, we offer:*

- Competitive salary
- Comprehensive benefits package
- RRSP matching and bonus programs
- Educational & health allowances
- Advancement opportunities
- Challenging, respectful work environment

Please apply by email to [careers@S3wireform.com](mailto:careers@S3wireform.com)