



Job Title: Business Administrator

Stillwater Design Build is a full-service residential construction company serving the Greater Victoria area. We specialize in building sophisticated, West Coast-inspired, energy-efficient homes, and our team is growing. If you are detailed and process oriented with a strong track record of experience in finance and business administration within the construction industry, we'd love to hear from you!

As the Business Administrator, you'll contribute to the success of our growing company by managing all financial facets of our operation. This includes ensuring timely and precise accounts payable and receivable management, tax compliance, financial reporting and optimizing financial systems and platforms. This position oversees the efficient execution of administrative and finance tasks to ensure the smooth operation of our office and finance department ensuring accuracy, compliance, and optimal financial performance.

You will work closely with Project Managers and report directly to the President. Your management of the financial lifecycle will directly impact the company's success.

Join our expanding company built on core values of transparency, trust, reliability, and fairness. If these values resonate with you, email your resume to careers@stillwaterdesignbuild.ca

Hourly Wage: \$30-\$35/hr depending on experience

Work Shift: Mon-Fri, up to 40 hour work week (ocean view office-based role)

Why Work With Us

- Be part of a team that builds one-of-a-kind stunning custom homes, [see some of our work here](#).
- \$500 gas card to offset your commuting fuel expenses.
- Annual vacation giveaway, valued at up to \$5000*.
- Career advancement opportunities.
- Collaboration and input from all team members are welcomed and valued.
- Regular social events to build camaraderie.
- Enjoy waterfront views: Take relaxing breaks with walks or bike rides along the water right outside our office.

Roles and Responsibilities:

- Accurate & On-Time Accounts Receivables: Capture and aggregate all project expenses, including labour, materials, and trade partner invoices, to ensure accurate, on-time client invoicing.
- Accurate & On-Time Project & Overhead Accounts Payables: Ensuring timely entering and preparation of all project and company level (overhead) payables.
- Accurate Compliance Accounting: Maintain reconciled and accurate compliance accounting records in Quickbooks accounting system with a one-week maximum lag time.
- Accurate Project-Level Job Cost Reporting: Provide accurate, timely, and complete project-level job costing reporting weekly.
- Governmental Agency Compliance: Manage recurring corporate tax and remittances to keep in good standing with all required government and non-government organizations (e.g., workers' compensation).
- Forecasting: Providing the President with updated financial information monthly to track the company's progress throughout the year.
- Systematization: Consistently mechanize financial processes and controls to minimize risk, enhance project job costing, and improve financial cycle times, including the integration of new technologies and systems.
- Ensure smooth office operations, including managing the rental suite above, handling phone calls, and responding to administrative emails.
- Maintain functionality and efficiency in administrative tasks to support day-to-day operations.
- Additional duties as needed or assigned may arise.

Benefits:

- A Health Spending Account (HSA) is provided to cover eligible medical expenses, offering flexibility and control over your healthcare choices after a 3-month probationary period.
- 2 weeks of paid vacation.
- 5 paid sick days
- Adaptable work hours, provided that essential responsibilities are consistently fulfilled.
- Paid training opportunities.

Job Requirements:

- Minimum 5 years bookkeeping experience in the construction industry.
- Hold relevant accreditation or certifications related to administrative management and finance, demonstrating expertise and commitment to professional development.
- Proficiency in Accounts Receivable (AR) and Accounts Payable (AP) processes.
- Advanced skills in QuickBooks Online for financial management and reporting.
- Strong proficiency in Microsoft Office Suite, particularly Excel, for data analysis and reporting.

- Familiarity with Google Suite for collaborative work and document management.
- Experience with construction management software such as Co-Construct or BuilderTrend for project tracking and coordination.
- Prior experience working with cost-plus based projects, demonstrating an understanding of associated financial processes.
- Ability to quickly adapt and learn new software systems to support evolving business needs.
- Excellent attention to detail and organizational skills to manage multiple tasks efficiently in a dynamic construction environment.
- Dependable team player with a proactive attitude to anticipate company requirements.

At Stillwater Design Build, we are committed to creating an inclusive and diverse workplace. We welcome applications from candidates of all backgrounds and experiences.

Job applicants must be legally entitled to work in Canada to be considered for this position. We appreciate your interest in Stillwater Design Build. While we review all applications carefully, only shortlisted candidates will be contacted.

*To qualify for the giveaway, employees must have been employed for a minimum of 6 months with the company. The drawing will occur during the annual holiday party.