

Finance Admin Assistant

We are seeking a detail-oriented person who loves variety and thrives in an environment of rapid change, shared learning and continuous improvement.

This is a casual on-call role with approx. 10-20 hrs expected a week. Potential for growth and possible full-time in coming months.

What you bring to the table:

- Exceptionally detail oriented, great analytical skills and resourcefulness
- Reliable and organized and takes pride and ownership in work
- Time management skills and an ability to meet deadlines
- Good communicator in writing and in person
- Strong Microsoft Suite experience and not afraid of technology
- Ability to multi-task, embrace change and be adaptable
- Honesty and integrity
- Great sense of humour

Responsibilities:

- Preparation of expense reports
- Entry and coding of accounts payable
- Follow up of accounts receivable
- Accounting for credit card transactions
- Asset accounting and tracking
- Some bank reconciliations
- Travel and office administration back-up
- Ad hoc projects as required

About Thoughtexchange

- We provide software and services to let customers lead online group conversations with 5 to 50,000 people
- Our patent pending algorithms analyze our large volumes of collected data to provide deep insights for our customers, allowing them to make informed decisions
- We are a team of more than 100 inspired people
- We have closed more than \$18M of investment from some of Canada's top investors

We support and encourage working from home, however this role will be required to go to our Rossland office weekly.