

Business Operations Specialist (Full-time)

Company: DLS Technology Corporation

Office Location: Ottawa, Ontario

Who We Are

Recognized as one of Canada's Top 500 Growing and Growth 400 companies, DLS is a leading technology solutions integrator and service provider with an extensive cybersecurity research and development practice. DLS is a fast paced high-growth work environment, with tremendous learning and advancement potential. DLS provides hands-on training and an opportunity to work on some of the most interesting and cutting-edge projects in this fast-paced industry, providing ample opportunities to employees to grow and achieve their career goals. We encourage you to come and be a part of the DLS team today.

Who You Are

We are looking for a Business Operations Specialist who has a sound understanding of the principles of accounting, and hands-on experience in Excel or related accounting tools. In this role, the successful candidate will interact with all levels of the business, which includes clients, vendors, consultants, and partners. This position will help the team create a more productive work environment, while ensuring that our stakeholders get the support they need. The ideal candidate for this position is organized, has strong time management skills, is detail-oriented, works well in a team, and is a self-motivated individual who can work in a fast-paced environment. If you are a deadline-driven professional with a strong work ethic and proven background in business administration, business operation, accounting, and finance, we want to hear from you!

Duties and Responsibilities include but not limited to:

A. Accounting & Finance (60%)

- Use Sage 50 to code and input day-to-day financial information that tracks performance, reports, trends and supports decision making
- Prepare journal entries, invoice entries and accruals, and ensure transactions are recorded and maintained in compliance with accepted policies and procedures
- Prepare ad-hoc financial analysis and reports as required by Management
- Maintain a strong relationship with DLS clients' A/P representatives, and suppliers' A/R and credit team
- Prepare expense reports, credit card statement reports reconciliation
- Track contract usage, Accounts Receivable and Accounts Payables
- Prepare supplier payments, pipeline reports, commission reports, insurance reports, etc.
- Prepare government reports

B. Supplier/Partner Management (30%)

- Work as liaison between DLS and suppliers/partners for quotes, and prepare sales quotes and financial analysis for Sales team

- Review and manage OEM partner's programs to make sure DLS meet the partner program requirements and as well identify continuous improvement opportunities
- Manage and document partners training programs, and manage DLS sales and technical certification
- Build and maintain positive relations with suppliers and monitor DLS performance
- Research suppliers' programs to find sales and technical information is available to assist DLS to make decision or drive business growth.

C. Other Duties (10%)

- Support HR in recruitment and consultant relationships
- Assist in preparing operational reports such as government funding applications, proposals, etc.

REQUIREMENTS:

- University or college degree: BCom/BSc/BA in Business Administration, Accounting, Operations, Supply Chain Management, or relevant field.
- Proven 5+ years of experience in accounting/finance, supplier management, office administration or a similar role
- Strong proficiency with MS Office including Word, Excel, PowerPoint, and Outlook.
- Knowledge of accounting software (Sage 50 preferred)
- Knowledge of basic bookkeeping principles and office management systems and procedures
- Financial and analytical skills – ability to analyze and interpret financial, market and client data

ASSET:

- Work experience in the Information Technology product industry, IT consulting services industry, or government industry.
- Fundamental understanding of the Information Technology industry language and terminology
- Experience with Bullhorn or related CRM software.

POSITION HIGHLIGHTS

- Start Date: ASAP
- Sector: Private
- Open positions: 1
- Location: Ottawa (Currently remote, in office attendance will be required after ease of COVID-19 restrictions)
- Job Types: Full-time
- Language Requirements: English essential
- Security Clearance: Secret Clearance or Eligible for Secret Status application
- Must be eligible to work in Canada either as a Canadian Citizen or Permanent Resident.

Think you have what it takes, but are not sure you check every box? Apply to the role anyways. We'd love to talk and determine whether you could be a great fit!