



## In-Line Pigging Solutions Ltd. Job Description

---

### Position: Junior Bookkeeper/Project Support

#### Job Description

You will report to the Director of Finance (located in Calgary, Canada) but will work closely with the USA Operations manager to achieve success. Bookkeeping activities will comprise most of this role, but experience with project accounting will be a valuable asset to assist the operations team with project support. We need a driven entrepreneurial person who is not afraid of confronting problems in business process and streamlining them. With a foot in both operations and accounting you will be able to drive process changes that make sense from both competing points of view. As a small but growing company the choices you influence today will be felt for years to come.

This will be a primarily office-based job with standard work hours (Monday-Friday). Depending on your time zone you may be required to have some flexibility with start/end times. Our USA head office is in Centerville, Texas – but with a largely field-based staff we are flexible for working location as long as you are available to travel several times a year for meetings in person.

ILPS USA is looking for a person to fill the following job duties:

#### Bookkeeping & Payroll

- Manage ILPS eligibility for working in multiple states
- Manage sales tax returns and remittances for work in multiple states
- Ensure AvaTax is set up correctly for all work items and will remit properly
- Issue purchase orders to vendors and contractors as required
- Receive supplier bills against purchase orders and ensure AP is up to date
- Issue customer invoices and ensure AR is up to date
- Process bi-weekly payroll utilizing ADP, taking into account multi-state taxation

#### Project Support

- Liaison with Operations Manager for project setup
- Ensure project locations are set up correctly on all projects
- Liaison with Ops manager for project close outs
- Manage vendor contracts (purchase orders) and ensure costs are correct on receipt

#### About In-Line USA

With operations across the USA and a rapidly expanding business we are well positioned to benefit from the large amount of infrastructure already in place and being constructed. Our core business is pipeline expertise for running pipeline inspections, with opportunities to expand into several subcategories regionally. Originally founded in Calgary, Canada we have been in operation for over 15 years and have brought a proven business model to the larger US market.