

## Intermediate Accountant

### **Position:**

We require an **Intermediate Accountant** for our New Westminster office. You will join our Administration Team and participate in many aspects of day-to-day operations. Your experience in a manufacturing environment would be an asset.

The successful candidate will have strong communication skills and be very organized in both digital and hard copy formats. You will be able to manage a changing environment and be able to respond quickly to daily challenges. This position will require a self-starter who is able to update and improve existing processes. The ideal candidate will not allow them selves to be defined by a job description and will get involved in different aspects of:

- Accounting
- Human Resources
- Office Management
- Costing
- Inventory Audits

This is a full-time position based out of New Westminster, BC.

### **Qualifications:**

- A professional accounting designation (CMA, CGA) is a benefit but not essential. We will consider demonstrated equivalent experience and proven track record a substitute for certification.
- Minimum Ten (10) years related Accounting experience
- Minimum Five (5) years Full Cycle Accounting experience in an industrial setting preferably in a small to medium size organization at the Controller or Accounting Manager level.
- Minimum Two (2) years in a related supervisory or management role
- Strong Computer Skills
- Excellent communication skills; oral and written

### **Responsibilities:**

Position encompasses full cycle accounting which is considered to include:

- Maintain the books and records of multiple investment entities; Canadian and US.
- Management of A/R & A/P including collections
- Handling bank reconciliations and maintaining General Ledger
- Perform payroll functions and maintain benefits programs for Canadian and US employees.
- Perform month end closing procedures and report as required
- Collaborate with Operations and Management to better streamline procedures
- Ensure all accounting and bookkeeping activities are carried out accurately and in a timely fashion.
- Preparation and filing of the financial reporting required for the regulated entities under management.
- To sort mail, enter and process invoices as a full cycle AP
- Ensure all invoices have proper approvals prior to payments
- Generate cheque runs, maintains payable files including proper filing.
- Prepare financial data on a monthly, quarterly and annual basis as well as reconciliation of accounts and analysis to ensure financial integrity.
- Maintain office operations by receiving and distributing communications; maintaining supplies and equipment.
- Participate in shop Union Contract negotiations.

**Skills:**

- The ideal candidate will have a proven track record in a team environment, establishing a spirit of cooperation among operating divisions and geographic locations.
- Professional accounting designation is a benefit but not essential; minimum of 5 years experience in full cycle accounting.
- Demonstrated and comprehensive knowledge of financial accounting activities, internal controls, control standards and generally accepted accounting standards.
- Demonstrated experience in all areas of accounting, finance, credit and collections, bookkeeping, payroll, audit and taxation.
- A strong ability to communicate clearly in English at the management level will ensure your success in this role.
- Exhibits meticulous attention to detail. Is committed to producing accurate and high-quality work.
- Open-minded and able to accept constructive criticism and changes.
- Can be trusted to handle a high level of responsibility.
- Aptitude for creative problem solving.
- Confidence/Assertiveness with solid leadership and team building skills.
- Knowledge and experience working in the Manufacturing or Forestry Industry an asset.

**Additional Responsibilities:**

In addition to what the individual is mainly responsible for, there will be activities outside of the main job description that will be required. Activities such as assisting the President on executive assistant type of requests including travel arrangements and other financial related requests.

The successful candidate will plan, develop, and continually enhance processes and approaches to ensure that accounting and financial reporting strategies and systems are responsive to the mandate and requirements of the company, lenders and their clients.

**Computer Skills:**

You will be required to have strong computer skills and be familiar with most aspects of standard windows applications.

**The Company:**

- Our long history of manufacturing experience guarantees our customers an unsurpassed level of quality and leading edge technology built into every single one our innovative products
- We have established product lines of Capital Equipment that are recognised as market leaders.
- Recognised as an industry leader in design quality and performance
- Repair and jobbing business compliments Capital Equipment
- Independently owned and operated.
- Machine and Repair shop located in Prince George, BC
- Head Office and main manufacturing facility located in New Westminister, BC
- Sales office in Mississauga, ON
- Sales Office and Assembly plant located in Atlanta, GA

**Application must include:**

- Cover Letter
- Resume
- References
- Salary expectations

Please be advised if your application does not include one of these elements, your application will not be considered.

Email your cover letter and resume to [firehills@shaw.ca](mailto:firehills@shaw.ca)

Your subject line must include: **“Accountant – YOUR NAME”**

**Thank-you for your interest in this posting. Only applicants approved for interview will be contacted.**