



Accountant

Job Code:	CW17-007
Post:	1 December, 2017
Position Type:	Permanent Full-time
Hours of Work:	Monday to Friday 8:30 AM – 4:30 PM
Location:	Richmond, BC
Department:	Finance
Compensation:	Commensurate with experience

Position Overview

Reporting to the Finance Manager, the Accountant is responsible for assisting with the monthly close procedures including preparing and recording journal entries and accruals. This role is also responsible for reconciling general ledger accounts and preparing daily cash flow. Furthermore, this role will be assisting in the preparation of the budget and forecast by coordinating, compiling, and updating key information.

Duties & Responsibilities

- Prepare and record monthly journal entries and accruals
- Reconcile and post payroll entries
- Monthly bank and visa accounts reconciliations
- Ensuring all inter-company transactions are reconciled
- Process intercompany billings
- Maintain and reconcile sub-ledger to G/L
- Maintain multi-currency foreign exchange rates database and update in financial database
- Prepare daily & weekly cash flow
- Complete balance sheet reconciliations with relevant supporting schedules
- Assist with the year-end working papers for external auditor
- Support the Finance Manager with adhoc analysis and projects as required

Knowledge, Skills, and Abilities

- Minimum three years related experience as an Accountant or Senior Accountant role
- Enrolled in the CPA Program or working towards a CPA (CA, CGA) Designation
- Experience with Sage 300 (Accpac) is an asset
- Experience in Microsoft Excel (Vlookups and Pivot tables)
- Detail-oriented and committed to quality and high accuracy of work
- Keen to drive innovations
- Strong organizational and time management skills to meet multiple deadlines
- Ability to establish priorities and handle multiple and sometimes competing priorities

If this position suits your skills, experience and personal attributes, we want to talk to you! Please submit your resume and cover letter and include “ **Accountant**” in the subject line. We would like to thank you for your interest, however, note that only short listed candidates will be contacted.