

SENIOR ACCOUNTANT – JOB DESCRIPTION

Company: Park Pacific Lumberworld Ltd.

Position: Senior Accountant

Start Date: As soon as Possible

Position Overview:

The Senior Accountant is responsible for the completion of full cycle accounting for the group of companies. This is a multifaceted role that is ideally suited for someone with a strong management accounting background.

Duties and tasks:

Financial Management

- Preparing monthly, quarterly and annual financials with supporting working papers
- Reconciling monthly bank statements and general ledger accounts
- Preparing intercompany reconciliations
- Reconciling holdbacks, deposits, accounts receivable and accounts payable
- Keeping track of cash flows and preparing cash flow forecasts
- Preparing payroll calculations, paycheques and source deduction remittances
- Bank compliance reporting including monthly credit limit calculations
- Checking margins on purchases and sales
- Administer the Group Health & Welfare Benefit plan

Taxation

- Prepare GST and PST returns, including self-assessments
- Assist with preparing T2's for the group
- Maintain corporate tax installments

Supervision

- Supervise the work of bookkeepers to ensure accuracy
- Supervise bi-weekly payroll to ensure accuracy

Other Ad Hoc Duties as required

Education and Experience:

- At least 3 years full cycle accounting experience in industry
- A professional accounting designation
- Proficient use of Microsoft office suite including Excel, Word, and Outlook
- Experience using QuickBooks
- Experience with group benefits, payroll and knowledge of ESA

Behavioral Attributes:

- Ability to multi-task, work independently, meet deadlines and learn quickly
- Exceptional analytical, organizational and communication skills
- Ability to supervise staff, including assigning work and providing training
- Strong understanding of confidentiality and the ability to handle sensitive information appropriately

Salary is commensurate with experience (\$65,000.00 - \$85,000.00/annually).

Annual CPA membership fees paid for.

Up to \$1,000 reimbursable credit per year for professional development training.

If you have the qualifications that we are looking for and wish to join our team, please submit your cover letter and resume to careers.acct@lumberworld.net