

## **JOB DESCRIPTION**

|            |                         |
|------------|-------------------------|
| POSITION   | Staff Accountant        |
| REPORTS TO | Controller              |
| Salary     | \$65,000 to 80,000/year |
| DATE       | June 2025               |

### **JOB SUMMARY**

Reporting to the Controller, the Staff Accountant is responsible for various financial functions.

### **DUTIES AND RESPONSIBILITIES**

- Accounts Receivable and Account Payable
- Provide core accounting functions:
  - Prepare daily bank reconciliations.
  - Ensure intercompany accounts are reconciled.
  - Maintain Excise accounts for multiple entities.
  - Maintain Property, Plant and Equipment schedules for multiple entities.
  - Maintain other monthly working papers.
  - Assist with preparation of month and year-end reports among multiple entities.
- Support the financial planning and budget process and analyze and correct estimates.
- Perform other tasks and duties as assigned.

### **REPORTING AND APPROVAL**

- Supports the Controller

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- Minimum of 2 years of accounting experience.
- Some formal education in Accounting or Bookkeeping, or 4 years of equivalent experience.
- Experience with general ledger functions and the month-end/year end close process.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Experience working with computerized accounting programs.
- Demonstrated high attention to detail.
- Strong organizational skills with proven ability to effectively prioritize workflow.
- Excellent verbal and written communication skills.
- Strong interpersonal skills and ability to handle conflict in a professional manner.
- Demonstrated solid problem-solving skills.
- High standards of ethics and confidentiality to handle sensitive information.
- Ability to work autonomously and as part of a team.
- Ability to exercise good judgement, show initiative and be proactive.

**Special Requirements**

- Must be able to obtain and maintain a satisfactory Criminal Records Check
- Must be legally able to work in Canada.
- Physical demands: Must be able to sit/stand at a desk using a computer for long periods.
- Must be able to maintain strict confidentiality in performing duties
- Must demonstrate strong morals and ethics.
- May be required to work additional hours to meet operational needs when necessary.
- Must show a positive and helpful attitude and demonstrate to be trustworthy, dependable, and punctual in all workplace activities.