

# STAFF ACCOUNTANT

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Serve as a general staff accountant with concentration for supporting the finance organization with trial balance integrity, statutory reporting, financial reporting and transaction processing.

## **RESPONSIBILITIES:**

- Oversee the inventory system and transactions to provide guidance and ensure accuracy.
- Balance and maintain assigned ledger accounts and subsidiaries.
- Manage and prepare Sales, Use and GST/VAT tax reporting
- Assist with corporate taxes by providing schedule and information to our outside CPA firm for preparations.
- Assist with maintaining all reporting associated with corporate property, casualty and liability insurance.
- Assist with external audit and compliance for all entities.
- Assist with the execution of monthly and annual financial statements for all entities.
- Provide assistance and back-up coverage for cost accounting responsibility.
- Understand and provide guidance and management for all business transactions, business units and entity locations.
- Maintain close knowledge and understanding of the changes in our business and identify necessary changes in our business process to facilitate the change.
- Have understanding of our business systems on an expert level.
- Reporting, analysis and projects as identified or assigned.

## **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Accounting
- Knowledge of accounting principles
- 5-7 years experience in field
- Advanced user of Excel
- An independent thinker that is creative, self confident and has strong accounting skills, both theoretical and practical
- Excellent verbal and written skills
- Attention to detailed execution
- Acceptability of changing methods and environments
- Ability to travel both domestically and internationally