



ACCOUNTANT

Reporting to the Controller, the accountant will be responsible for financial and managerial accounting tasks and reports. This will include cost accounting reports, cash flow forecasts as well as accounts payable and receivable functions. The successful candidate will demonstrate initiative and have a passion for their work.

General Ledger

- Update and maintain accounting journals, ledgers and other records detailing financial transactions (disbursements, expense vouchers, receipts, accounts payable).
- Prepare weekly and monthly bank reconciliations.
- Prepare monthly accruals and journal entries.
- Maintain fixed asset schedules and prepare amortization entries.

Financial reporting

- Evaluate accounting policies and transactions in alignment with established financial reporting standards.
- Conduct analyses and exercise professional judgment to facilitate the preparation or conclusion of transactions.
- Ensure adherence to financial reporting frameworks and regulatory requirements.
- Prepare and review external-facing financial statements, including income statements, balance sheets, cash flow statements, statements of equity, and external note disclosures.
- Ensure accuracy, completeness, and compliance with reporting standards in the preparation of financial statements.
- Assess the valuation of tangible and intangible assets, including property, plant, and equipment.
- Provide insights and recommendations to management based on financial analysis to support strategic planning and decision-making processes.
- Conduct detailed reviews of financial statements to identify any errors, inconsistencies, or areas for improvement.
- Communicate effectively with stakeholders to address inquiries, discrepancies, and provide explanations regarding financial reporting matters.

Management Accounting

- Assist with planning, budgeting, and forecasting, including cash flow, in alignment with organizational goals and objectives.
- Analyze and prepare various management reports related to profitability analysis overall and on different product and service lines.
- Conduct variance analysis to compare actual performance against budgeted and forecasted figures.
- Identify deviations and provide insights to management for informed decision-making.

- Develop and implement appropriate cost management techniques, such as direct and indirect cost allocation, fixed and variable cost analysis, and standard costing methodologies.
- Evaluate cost structures to identify opportunities for cost optimization and efficiency improvements.
- Evaluate revenue streams by product line, geography or service offering to assess profitability and identify areas for growth.
- Review and advise on capital budgeting decisions, distinguishing between capital and operating expenditures.

Taxation

- Remain current of changes and updates in income tax laws, regulations, and rulings.
- Coordinate with internal departments to gather necessary financial data and documentation for tax reporting purposes.
- Ensure accuracy and timeliness in the completion of tax compliance tasks, including tax provision calculations and disclosures.
- Review tax returns and supporting schedules to identify and resolve discrepancies or areas of concern.
- Respond to inquiries from tax authorities and assist in tax audits or examinations as needed.

Accounts Payable

- Process vendor invoices in a timely manner, verifying accuracy, and match to Purchase Orders.
- Process transactions for foreign suppliers.
- Calculate the monthly FX rate for Euro's, Pounds Sterline, and US dollars.
- Travel to the bank for deposits or payments as required.
- Reconcile vendor statements and resolve any discrepancies.

Accounts Receivable

- Run credit checks and open new customer accounts, after credit approved by Controller.
- Post payments to customer accounts.
- Perform collection steps on past due invoices.
- Provide excellent customer service when answering inquiries or resolving customer disputes.

Other

- Prepare and maintain tracking of IFTA/IRP reporting on a weekly, monthly, and quarterly basis.
- Maintain vehicle registration with ServiceNB.



- Maintain spreadsheet for consignment inventory while reporting usage to supplier.
- Work with the controller to ensure internal controls are in place and appropriate, given the size of the operation.
- Maintain office supplies inventory and re-order items as needed.
- Other duties and responsibilities as assigned.

Skills and Specifications

- Autonomy
- Team player
- Problem solving skills.
- Excellent communication skills (internal and external stakeholders)
- Face paced environment – must be able to work well under pressure.
- Strong aptitude for detail work and accuracy
- Willingness to learn new skills and software.
- Analysis and Reporting
- Organization and time-management
- Adaptability

Education and Qualifications

- Bachelor's degree in Commerce or Business with a focus on Accounting (or equivalent)
- Ideally 3-5 years of direct experience working in a similar role.
- Demonstrate knowledge of general accounting principles
- Knowledge of Manufacturing and cost accounting practices
- Proficient computer skills in Microsoft Office, including Excel, and Word.
- Experience using an AS/400 and/or Microsoft Business Central would be an asset.
- Preference to students working towards their CPA designation.

To apply for this position, please email your resume and cover letter to Wayne Solomon at wsolomon@obrienmaterial.com.