

Opened January 13, 2022

TITLE: ACCOUNTANT
LOCATION: CALGARY AB
DEPARTMENT: FINANCE
DEPARTMENT CODE: 90
REPORTS TO: CONTROLLER

PRIMARY ROLE:

Provides financial information to management by researching analyzing and providing accounting data, information, and various accounting/financial reports. Provides financial support in all aspects of the company in day-to-day operations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Calculate and post accruals of revenue and costs as appropriate
- Conduct monthly reconciliation and filings of US and Canadian sales tax
- Generate weekly and monthly bookings reports
- Reconcile inventory, WIP, FG, COGS, revenue, and production orders
- Inter-company transactions
- Prepare and analyze month-end reports and schedules
- Ensure accurate reporting of overtime, payroll transactions, including employee benefits reconciliations
- Provide accounting support for China, Europe, and USA entities
- Commission calculations
- Bank reconciliations
- Maintenance of capital spending, fixed assets and prepaid registers and reporting
- Calculate and post exchange adjustments, interest, tax, depreciation, and amortization

OTHER DUTIES & RESPONSIBILITIES:

- Verify accuracy of inter-company invoices
- Transfer pricing
- Transfer inventory
- Calculate and invoice intercompany and inter-functionality costs and chargebacks
- Charge back installation charges
- WIP reconciliation
- Calculate and post warranty reserves
- Ensure correct posting of defect, warranty, and goodwill costs
- Provide payroll backup

EDUCATION/EXPERIENCE/COMPETENCIES:

- College/University Diploma
- Business degree, completed or undertaking formal studies to attain an accounting designation
- 3-5 years manufacturing experience and cost and project accounting experience
- Work experience in administration of payroll
- Computer savvy, with intermediate+ to advanced skills in Microsoft Excel

Relationships/Interaction:

- Senior Team, Tactical Managers
- Members of Finance global Finance; Calgary, China, Europe, and the USA
- Human Resources
- Regional Team Leaders, Project Managers/Coordinators
- Supply Chain; Procurement, Materials Planning, Materials Management
- Installations
- Transportation
- Sales
- Operations; Production Planning & Scheduling

WORK LOCATION/ENVIRONMENT:

- Position is based in Calgary AB
- Not a home-based position
- Manufacturer

CHARACTERISTICS/BEHAVIOURS & ATTRIBUTES:

- Ability to set goals and prioritize
- Respects, adheres to deadlines
- Confident, decisive, and persistent communicator in providing and receiving pertinent information
- Good English communication skills (oral/written)
- High degree of accuracy and detail
- Adheres to Accounting principles and processes
- Supports/fosters teamwork to achieve best solutions and resolve problems
- Drives continuous improvement through personal initiative
- Seeks to learn from failures and mistakes
- Seeks to achieve desired results
- Focuses on what is important to customers

SPECIAL REQUIREMENTS:

- None

APPLICATION PROCESS:

This position will be posted in tandem with an external posting on LinkedIn, social media, and Evans' website. It shall remain open until a qualified candidate has been found. If you are interested and qualified or know of others who may qualify please contact Human Resources @ careers@evansonline.com.

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Made Available through the promotion of an employee