

# CO-OP



## EMPLOYMENT OPPORTUNITY

**Job Title:** Accountant

**Location:** Verner, ON

### General Accountability

Located in the Verner area, we are a well-established Cooperative since 1951, and we have locations in Verner, Noëlville, New Liskeard, Thornloe, Echo Bay and Sudbury. We are seeking an experienced and motivated **Accountant** who will form an integral part of our management team.

This is a “hands-on” role with an opportunity to make a significant impact on our company. The **Accountant** is responsible for providing accurate and timely financial reports and supporting the operations team with their information needs in a fast-paced environment that will draw on your proven skills and experience. You will have strong technical accounting and business skills and understand the trade industry.

### Job Duties:

- Monthly and year-end financial statements with analysis, interpretation and explanation of variances
- Monthly reconciliations of all accounts and ensure proper cut-off processes
- Overseeing the job costing function, including the allocation of billings and costs to multiple jobs
- Monitoring and managing cash flow and forecast cash requirements and budgets.
- Controlling and managing the trade payables function
- Prepares assets, liability, and capital account entries by compiling and analyzing account information
- Documents financial transactions by entering account information
- Recommends financial actions by analyzing accounting options
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Substantiates financial transactions by auditing documents
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides and manages office staff by coordination activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups
- Maintains financial security by following internal controls
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations
- Complies with federal and provincial legislation
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends

- Maintains customer confidence and protects operations by keeping financial information confidential
- Managing all reporting requirements

**Required qualifications and experience:**

- Accounting designation required (or in the process of obtaining)
- Knowledge of budget preparation and analysis techniques
- Knowledge of MS Excel
- Demonstrated knowledge of Accounting Standards and tax compliance
- Bilingual - fluent in both English and French (read, speak, write)
- Excellent communication and problem-solving skills (written & verbal)
- Ability to work under tight deadlines and pressure
- Strong organizational and time management skills
- Effective team player
- Accounting system experience is an asset

**What we offer:**

- Pension / Health benefits

**Job Type:** Permanent position with 6 months' probation

**Salary:** Salary to be negotiated with employer

**Application Deadline:** December 14<sup>th</sup>, 2018

To apply, please submit your resume to [jroy@coopregionale.com](mailto:jroy@coopregionale.com). We thank you for your interest in this position but please note that only those selected for an interview will be contacted.