

MAKE. CREATE. INNOVATE.

POSITION SUMMARY:

As the Accountant, you will report directly to our Controller. You will work with the Finance Team, to ensure the accurate and successful completion of accounting activities and ad-hoc projects. You will also be heavily involved in account reconciliations, tax filings, month end closing, financial statement preparation, and variance analysis etc.

RESPONSIBILITIES:

- Assist with month end system closing for all entities in Canada and US.
- Perform Balance Sheet and General Ledger account reconciliations - AR, AP, Intercompany, Prepaid and Payroll liability accounts for all entities.
- Perform daily CashBook reconciliations for all bank accounts.
- Prepare month end accrual and adjusting entries for all entities.
- Assist Finance team with accounts payable and accounts receivable functions such as but not limited to daily customer payment posting, customer query, customer statement of account and printing of vendor invoices.
- Work with Finance team to file required tax filings and remittances, i.e., GST, PST, Corporate tax instalment, US State Sales Taxes and US Business License Tax etc.
- Assist Finance team with any ad-hoc projects to improve system and process efficiency.
- Assist Controller with monthly financial reports, variance analysis, actual vs budget, actual vs historical analysis.
- Assist with year-end external reviews.
- Assist with the implementation of new accounting policies and processes to ensure compliance with the most updated accounting standards.
- Perform other duties as assigned.

QUALIFICATIONS:

- Enrolled in CPA program and is close to the completion of the program
- Minimum 2 to 3 years of full cycle accounting experience.
- Good understanding of accounting reporting principles and practices.
- Strong organizational and multitasking skills to meet deadlines.
- Strong work ethic, self-motivated with willingness to learn.
- Strong analytical and problem-solving skills.
- High degree of accuracy and attention to detail.
- A team player with a sense of humour in a professional way.
- Proficient in Microsoft Office products, especially Outlook and Excel.
- Experience with Syspro is an asset.

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BENEFITS:

- You get to work in an incredible space with amazing people who are passionate about maintaining a healthy and positive work environment
- Competitive compensation and profit sharing
- Vacation time
- Training and development opportunities
- Fitness facility
- Great dining space which includes kitchen stocked with healthy snacks
- Health, Vision and Dental Benefits
- RRSP matching program
- The opportunity to work with a fun and growing organization
- Work for an “essential service” company
- Regular employee appreciation events
- Amazing supportive culture!

HOW TO APPLY: If this role is of interest to you, please send your cover letter and resume to careers@redwoodplastics.com, no later than May 13th, 2022.

Job Type: Full-time