
Position Title: Financial Analyst / Accountant

Department Finance

Reports to: Vice President of Finance / Country Manager

Supervises: N/A

Description:

The Financial Analyst/Accountant will be responsible for the accounting function and providing financial analysis for the Canadian operation. Overseeing general ledger activities and general accounting functions, providing analysis for decision-making, and budget analysis are core to this position.

Key Responsibilities:

Accounting Functions

- Provides financial month-to-date and year-to-date information.
- Gathers and consolidates detailed information to assist departments in understanding measures of financial performance.
- A/P data entry.
- Activities may include validation of expenses, account coding, capital, and expense recovery for a particular customer or business unit.
- Maintain company records in accordance with general accounting principles.
- Manage all Canadian taxation activities including GST rebates, tax returns and deductions
- Ensures legal and regulatory compliance for all accounting and financial reporting functions.

Financial Analyst Functions

- Gathers and consolidates detailed information to assist departments in understanding measures of financial performance.
- Develop and/ or improve processes to ensure efficiency and internal controls.
- Performs other financial analysis duties as required such as weekly forecasting, presentations, price calculations for new customers, annual budgeting and analyzing deviation between actuals and budget.

Knowledge, Skills and Abilities:

- Minimum of 2 years Controlling and Financial Analyst experience
- University degree in Business or Finance or equivalent work experience
- Accounting Designation – CA, CGA, CMA
- Systems and data management experience with EAP systems (PeopleSoft Financials preferred)

Physical Requirements:

While performing the duties of this job the employee requires mobility, the ability to distinguish letters, numbers and symbols as well as hand/eye coordination. The employee regularly sits for long periods of time. The employee is occasionally required to stand, walk, and reach with hands and arms. The

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employee regularly uses office equipment such as multi-line telephone systems, fax machine, copy machine, calculator. Employee will regularly use a computer for extended periods of time. The employee must occasionally lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All of the above job duties may be changed/modified/deleted at any time by the Company; any other job duties may be assigned as needed.