

# 1. ACCOUNTANT

## Job Duties:

- Lead the preparation of monthly financial statements and reporting packages
- Responsible for the balance sheet reconciliations
- Lead the preparation of the annual budget and quarterly forecasts
- Lead the preparation of year-end files, audit and tax packages, related schedules & working papers
- Assist in the development and maintenance of the accounting processes
- Liaise with external auditors



## Qualifications:

- 3-6 years' experience in a Canadian accounting environment.
- Proficient in Microsoft Excel.

**Education:** Undergraduate degree or college diploma, or equivalent experience.

**Salary Range:** \$60,000 - \$65,000