



PROMAC

Position: Accountant

Job summary:

Reporting to the VP Finance, the Senior Accountant is responsible for advanced accounting tasks, journal entries, and supporting day-to-day accounting functions for accounts receivable, general accounting and banking transactions. This includes preparing and posting financial transactions in the accounting software and preparing reconciliations and reports.

Posting date: September 2019

Pro Mac Core Values:

All employees of the company embrace and incorporate the following values in our daily work activities:

- Make employee safety, well-being and skill development a priority.
- Strive to continuously improve all aspects of our business.
- Work to earn and maintain customer loyalty by exceeding customer expectations.
- Provide value to our customers through innovative solutions.
- Stand behind our products and services.
- Be a part of an accountable, engaged, and diverse team that treats each other with mutual respect.
- Company profitability is a key to our success

Job Specific Responsibilities

- Manage day-to-day operational accounting including AP, AR, Bank, and GST/PST return filings;
- Ensure all key balance sheet account schedules, including but not limited to bank reconciliations, prepaid, fixed assets, deferrals, and inter-company transactions are properly maintained, updated and reconciled monthly;
- Assist in the preparation of budgets and forecasts;
- Participate in preparing monthly internal financial statements;
- Participate in preparing year-end financial statements and working papers;
- Provide support to the payroll function;



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- Respond to inquiries from management regarding financial results and special reporting requests by assisting in analyzing financial information and summarizing financial status/results;
- Assist the VP Finance with developing and documenting business processes, accounting policies and efficiencies to maintain and strengthen the accounting system and internal controls;
- Assist with various ad hoc and special projects.

Knowledge, Skills, & Abilities:

- Completion of a University Degree in Accounting or Finance is required;
- CPA designation or working towards CPA designation is preferred;
- A minimum of two years' experience at an intermediate or senior accountant level;
- Strong knowledge of principles of accounting with the ability to apply them in a practical way;
- Attention to detail with a high level of accuracy;
- Advanced working knowledge of Microsoft Excel and proficient with MS office software;
- Knowledge of ERP systems is an asset;
- Strong problem-solving skills, proactive and self-motivated;
- Ability to work cooperatively and collaboratively with all levels of employees, managements and external agencies to maximize performance, creativity, problem solving and results;
- Excellent communication and interpersonal skills, able to professionally interact with high credibility at all levels of the organization.