

Title: Junior Accountant

Location: Burnaby

Reports to: Controller

Reporting to the Controller, the Junior Accountant position is responsible for completing general clerical duties relative to billing, accounts receivable/payable, bank transactions, and sales taxes or other business-related transactions.

Job Description:

- Review for proper approvals, code and enter vendor invoices
- Enter customer invoices and cash receipts
- Prepare weekly accounts receivable aging report
- Enter the employee expense reimbursement
- Code and enter company credit card transactions
- Enter bank transactions and ensure bank accounts reconcile for review
- Post month end journal entries
- Prepare working papers for Fixed Assets, Prepaids and General Clearing
- Prepare Interco reconciliations
- Complete periodic GST filings and monthly US sales tax returns
- Assist month end, quarter end and year end closing; and
- Other duties as assigned

Qualifications:

- Accounting Diploma or related field; or a combination of relevant education and experience
- Motivated, enthusiastic and a self-starter
- Detail oriented and effective organizational skill
- Strong interpersonal and communication skills
- Ability to meet deadlines and work in a fast-paced environment
- Strong working knowledge of Microsoft Office, with an emphasis on Excel
- Working towards a CPA designation is an asset

Key Benefits Includes:

- RRP & RRSP options
- Paid vacation + sick time + paid holidays
- Friendly, employee-centric company culture
- Amazing health benefits (medical, dental, vision, etc)

Interested? Submit your CVs to Linda Cheng at linda.cheng@xantrex.com.