



Job Description

Assistant Accounting Manager

Purpose:

- To assist the Senior Finance Manager in the preparation of General Ledger functions including month-end and year-end financial statements
- Verifying, allocating, posting and reconciling accounts
- Prepare accounting reports and present their results
- Analyzing financial information and summarizing financial status
- Assist the Senior Finance Manager on assigned tasks/projects

Role and Responsibilities:

- Supervise the day to day activities of the accounting department, managing all aspects of the General Ledger and the integrity of accounting data
- Responsible for ensuring accurate and timely completion of month-end closing, including completion of journal entries and account reconciliations
- Prepare and enter routine journal entries
- Maintain proper documentation of journal entries
- Maintain accounting controls by preparing and recommending policies and procedures to Senior Finance manager
- Ensure compliance with GAAP principles
- Assist the Senior Finance Manager in the development of accounting policies to maintain and strengthen internal controls
- Maintains financial security by following internal controls i.e. SOX (follow Sarbanes Oxley principles)
- Assist in preparing contract invoices, backup documentation, and maintaining tracking system
- Manage reconciling of invoices and benefits invoices between vendors and internal systems
- Assist in maintaining accrued and deferred revenue, expenses, prepaid expenses and depreciation schedules
- Assist in reviewing and analyzing General Ledger and making the necessary corrections
- Assist with financial analysis, budgeting and spreadsheets, as assigned
- Review and recommend modifications to accounting systems and procedures
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process
- Prepare financial statements and produce budget according to schedule
- Assist with tax audits and tax returns
- Assist the Senior Finance Manager to prepare asset, liability, and capital account entries by compiling and analyzing account information
- Complies with federal, and provincial financial regulations and laws by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
- Assist in preparation of financial statements and management reports ; perform financial variance analysis
- Keep abreast of past due Accounts Receivable and make recommendations to the Senior Finance Manager

Other Responsibilities:

- Acting Department Manager in the absence of the Senior Finance Manager
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Other duties as assigned by management

Education/Experience

- B. Comm. or Bachelor in Accounting/Finance, and CPA designation, preferred
- 7 years minimum hands-on accounting experience
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Familiarity with financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process
- Thorough knowledge of basic accounting procedures
- Hands-on experience with accounting software packages, i.e. MS Dynamics
- Hands-on experience with MRP/EPR systems
- Advanced MS Excel skills
- Accuracy and attention to detail is a must
- Strong team player
- Strong organizational skills is required
- Ability to work independently
- Excellent oral and written communication skills
- Strong interpersonal skills

D & V Electronics Ltd. values their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: careers@dvelectronics.com or fax us at (905) 264-0502.

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.