

## Financial Accountant

### 15-Month Contract Position (Maternity Leave)

Arriscraft Canada, a General Shale Company, and the leader in the building stone industry, has an opening for a Financial Accountant on a 15-Month Contract Position (Maternity Leave).

The successful candidate will have completed a post-secondary diploma or degree (business and accounting focus) and has strong interpersonal skills to work with people at all levels within and outside the company in a professional manner and the ability to work in a team environment.

This individual will have excellent written and verbal communication skills. They must be a self-starter and able to work with minimal supervision and possess excellent organizational and planning skills.

This position involves working within an office environment; PPE is required per municipal guidelines

#### **DUTIES/RESPONSIBILITIES:**

- Timely and accurate completion of the month-end and year-end processes
- Bank account monitoring and processing of transactions
- Maintenance of General Ledger (completing journal entries and reconciling accounts)
- Oversees remittances to tax authorities and other critical agencies and suppliers
- Managing intercompany related transactions between Canadian, US and Austrian companies
- Providing analysis and ad hoc reporting to internal parties as required
- Liaison between functional departments; ensuring informational, reporting and statutory requirements are assured
- Assisting with tax preparation and audit
- Back up and cross train AP function as necessary (including AP entry, payment run processing etc.)
- Backup on full-cycle processing of accounts receivables
- Product costing and other cost accounting functions
- Other duties and responsibilities as assigned

#### **QUALIFICATIONS:**

- Completion of post-secondary diploma or degree (business and accounting focus)
- Experience with SAP would be an asset
- Ability to quickly reconcile, trouble shoot and analyze issues encountered individually and by staff
- Sound knowledge of the workings of a trial balance, account mappings and sub-ledger integration.
- Strong attention to detail and ability to work with high degree of accuracy
- Proven problem-solving and analytical skills demonstrated consistently by handling multiple projects
- Demonstrated computer proficiency with Microsoft Office, particularly Excel spreadsheets

Arriscraft Canada Inc. provides accommodation in the recruitment process for applicants with disabilities in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act, 2005. If you require accommodation, please contact [solutions@arriscraft.com](mailto:solutions@arriscraft.com), or call us at 1-800-265-8123.