

Job Description

Job Title: Accountant

Terms of Employment: Permanent, Full-time

Company Background

Northernchem Inc., headquartered in Niagara Falls, Ontario, is a Canadian high-tech chemical and pharmaceutical company providing quality products and R&D with competitive pricing.

Hours: 38.75 hours per week

Salary: \$40,000 ~ \$45,000 per year

Location of Work: 8485 Montrose Road, Niagara Falls, ON, L2H 3L7

Essential Duties and Responsibilities:

- Maintain general ledgers and assist in preparing financial statements
- Prepare trial balance of books
- Reconcile accounts, calculate and prepare cheques for payroll
- Assist in preparing other statistical, financial, and accounting reports
- Assist in preparing tax returns
- Calculate fixed assets and depreciation
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Guides accounting staff by coordinating activities and answering questions.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.

Qualifications

- Bachelor's in Business, Accounting, Finance or related fields is preferred
- Strong computer proficiency in MS Office (Word, Excel, PowerPoint, etc.)
- QuickBooks knowledge is a must
- Professional accounting designation (CPA, CGA, CMA)
- 3+ years financial accounting and reporting experience
- Knowledge of IFRS is a plus
- Knowledge of accounting standards applicable to PSAB preferable
- Experience overseeing audits performed by external audit firm
- Experience with internal control audits and systems
- Knowledge of automated financial and accounting reporting systems
- Knowledge of Federal and Provincial financial regulations
- Proficient communication, interpersonal and organizational skills
- Strong leadership skills
- Excellent analytical skills
- Preference for application will be given to veterans, to Canadian citizens, and to permanent resident, in that order

Benefits: Medical, group insurance, short/long term disability, dental care, health care, and vision care

We thank all applicants for their interest; however, we will only contact those that best meet our needs and qualifications.