

CAREERS

Accounting Manager

The Accounting Manager holds responsibility for managing the overall financial operations of Jen-Col Construction Ltd. and provides accurate information to the Executives including analysis, budgeting, forecasting, and preparing financial reports. The Accounting Manager is responsible for directing and managing the company's accounting functions including establishing and maintaining accounting principles, practices, and procedures. The Accounting Manager also maintains the company's accounting systems and implements changes as required.

QUALIFICATIONS

- Thorough knowledge of municipal, provincial, and federal statutes and regulations regarding accounting principles, practices, and applications
- High-level knowledge of construction contracts, bonding, and insurance
- Full knowledge of payroll, burden, and benefits accounting
- Proficient interpersonal and organizational skills
- Demonstrated skills in strategic planning and organizing, critical thinking, and decision-making
- Knowledge of budget preparation and analysis techniques
- Good project management and leadership skills, with the ability to motivate teams to produce quality work within tight timeframes
- Professional written and oral communication and presentation skills
- Ability to work independently and as a team player
- High level of critical and logical thinking, analysis, and reasoning to identify underlying principles, reasons, or facts
- Able to interpret and implement company policies and procedures
- Detail oriented with a high level of accuracy
- Advanced proficiency with computer applications, including Microsoft Office, Accounting, and Enterprise Resource Planning (ERP) software

EDUCATION & EXPERIENCE

- University degree in Business/Accounting, with an advanced degree or professional accounting designation (such as CA, CPA, CGA, CMA)
- Minimum seven (7) years' experience in the construction industry
- Extensive experience in and knowledge of all aspects of corporate accounting and financial management in the construction industry

- Valid driver's license

FUNCTIONAL RESPONSIBILITIES

- Manage the accounting operations for multiple companies. This includes the review of journal entries, accounts payable, accounts receivable, and statutory reporting
- Establish and monitor internal controls to ensure that accounting activities are in accordance with established legal regulatory and company policies and procedures
- Coordinate the preparation of budgets and forecasts
- Prepare, analyze, and present monthly, quarterly, and annual operating financial results
- Work with operations to define, measure, analyze, improve, and control current processes which impact internal operating efficiency
- Work with external auditors and oversee auditing process
- Manage research and develop programs for CRA and accounting requirements
- Responsible for the accuracy and timeliness of financial information
- Provide advice and guidance on all accounting matters including financial systems, analysis, and reporting
- Lead and develop direct reports and their interaction with other swim lanes
- Coordinate the preparation of year-end audited financial statements and organize all government audits as needed
- Generate reports of performance against budgets, and overhead budget versus actuals.
- Support new systems or project selections and implementation from a strategic finance and internal control perspective
- Ensure rapid and consistent collection of receivables by refining and implementing control mechanisms
- Authorize cheques, EFT, purchase orders, and invoices
- Promote and maintain positive corporate relations with financial networks
- With input from the CFO, responsible for the formulation of accounting policies, procedures, and controls
- Hire, train, mentor, and supervise accounting staff

WORKING CONDITIONS

- Office atmosphere
- Manual dexterity required to operate computer and peripherals
- Periodic driving of a company vehicle
- Occasional visits to construction sites (hazards associated with the construction industry)

