

CAREERS

Senior Accountant

The Senior Accountant is responsible for ensuring the accuracy, integrity, and completeness of financial records and reporting, while leading and supporting monthly, quarterly, and year-end close activities, providing technical accounting expertise, and strengthening internal controls across the accounting function. This role manages end-to-end accounting activities for the Equipment Company and serves as a senior technical resource within the accounting department, working closely with the Accounting Manager and cross-functional teams. It is well suited for someone eager to grow, as JEN COL is a growing organization with strong opportunities to expand responsibilities and develop professionally.

QUALIFICATIONS

- Progressive experience in general ledger and financial accounting, including senior-level responsibilities
- Strong understanding of accounting standards, internal controls, and financial reporting requirements
- Experience supporting regulatory compliance including GST, PST, and other applicable requirements
- Excellent attention to detail with a high level of accuracy in financial analysis and reporting
- Strong analytical and problem-solving skills with the ability to independently resolve accounting issues
- Ability to work independently while being an effective team player
- Professional written and verbal communication skills
- High proficiency with Microsoft Office, Microsoft Teams, and Enterprise Resource Planning (ERP) systems
- Forward-thinking with the ability to understand cross-functional and enterprise-level impacts
- Confident communicator capable of working effectively with operations, project teams, and leadership
- Highly organized, deadline-driven, and effective in a fast-paced environment
- Demonstrates sound professional judgment and the ability to independently resolve accounting issues

EDUCATION & LICENSES

- Post-secondary diploma or degree in accounting
- CPA designation or progression toward completion is considered an asset

EXPERIENCE

- Minimum five (5) years of accounting experience
- Experience managing accounting for multiple entities and intercompany transactions

FUNCTIONAL RESPONSIBILITIES

FINANCIAL REPORTING & CLOSE

- Lead and actively participate in monthly, quarterly, and year-end close processes
- Prepare and review journal entries, account reconciliations, and supporting working papers
- Ensure accuracy and completeness of general ledger, balance sheet, and income statement accounts
- Assist in preparation of internal financial statements, management reporting, and variance analysis
- Record, monitor, and reconcile lease-related expenses and obligations

EQUIPMENT COMPANY

- Manage end-to-end accounting activities related to the Equipment Company (limited transaction volume), including:
 - Full cradle-to-grave processing of all equipment-related accounts payable transactions
 - Capital asset acquisitions, disposals, transfers, and depreciation tracking
 - Monthly close, reconciliations, and reporting specific to the Equipment Company

TECHNICAL ACCOUNTING & COMPLIANCE

- Ensure compliance with corporate accounting policies, accounting standards, and internal control requirements
- Assist in developing, maintaining, and improving accounting policies, procedures, and supporting documentation
- Support GST, PST, and other regulatory compliance requirements across applicable jurisdictions
- Research accounting and compliance requirements related to new markets, entities, or business activities
- Support the implementation of process improvements to strengthen ongoing regulatory compliance

INTERNAL CONTROLS & PROCESS IMPROVEMENT

- Strengthen internal controls across the general ledger, related entities, and accounting processes
- Identify process inefficiencies and promote continuous improvement initiatives
- Support accounting system enhancements and workflow optimizations
- Assist in standardizing account reconciliations, reporting templates, and accounting documentation

- Provide guidance and informal mentorship to junior accounting team members

SUPPORT TO ACCOUNTING MANAGER

- Act as a senior technical accounting resource within the accounting department
- Provide backup coverage during peak periods and employee absences
- Assist with budgeting, forecasting, and cash flow analysis as required
- Support special projects and ad-hoc analysis initiatives

WORKING CONDITIONS

- Office atmosphere
- Manual dexterity required to operate computer and peripherals