

Title: Accountant
Reports To: General Manager
Direct Reports: none
Issue Date: April 7, 2023

Version: 1.0.0

General Description:

The Accountant directs the day-to-day financial management of Prime Engineering. The primary responsibility is the good financial management of the business, especially in supporting effective planning through analysis insight. The Accountant will ensure compliance with accounting principles, practices and procedures while providing hands-on leadership and expertise in the implementation and management of financial planning policies and systems. The Accountant works closely with the General Manager in planning, monitoring, cash flow management, control, and reporting of annual and long-term capital, operating and revenue budgets and forecasts.

Leadership

- Setting the standard for excellent communication, in content, structure, and style
- Develop a strong positive culture of continuous improvement
- Work collaboratively to identify and achieve departmental and company goals
- Share ideas and recommendations, support and implement continuous staff development, process, and procedural improvements to optimize results and increase quality of delivery.

Technical

- Timely and accurate reporting to support decision-making at the executive and shareholder levels
- Accountability for Prime Engineering's financial systems, control environment, and financial and performance reporting in compliance with Canadian standards and company policies
- Cash flow management
- Providing and coordinating review of weekly, monthly, quarterly and annual financial reports, cost reports, external financial statements, performance metrics and analysis of variances for management and shareholders vital to the decision-making process
- Completing timely Monthly Financial Close
- Managing the budget process
- Providing project profitability reporting to shareholders
- Assessing current accounting operations, offering recommendations for improvement and implementing new processes
- In coordination with the administrative team, management of all accounting operations including billing, A/R, A/P, GL, cost accounting, and inventory accounting
- Posting of transactions from clearing accounts to bank accounts
- Preparation and completion of month end journal entries in the general ledger as required
- Ensure all payroll functions are accurate and completed in a timely manner
- Ensure all accounts payable are accurate, applicable discounts are applied, and are paid in a timely manner

- Working with the administrative team, ensure accounts receivable are tracked, reported and collected promptly
- Complete all bank reconciliations are completed on a regular schedule
- Coordinate with Prime Engineering's management team to prepare the annual budget and monthly forecasts
- Development of accounting, costing, payroll, accounts payable, accounts receivable, and inventory policies and procedures, including improvement initiatives
- Accountability for government reporting and filing requirements
- Complete monthly regulatory reporting and filing including PST, GST and corporate tax
- Assist with completion of T4 and T2200 annual forms and employer health tax as well as WCB filings
- Maintain a system of controls over accounting transactions
- Monitor debt levels and compliance with debt covenants
- Assessing and advising on tax optimization strategies, cost savings and grants
- Coordinating activities of external auditors
- Advise on financial analyses and decision-making regarding capital investments, pricing, contract negotiations, significant costs, benchmarks, and other matters with shareholders
- Maintain strong job-based costing framework and provide recommendations for improvements

This description is not a comprehensive listing of activities, duties or responsibilities that may be required. Other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

Required Competencies

- Team player with a strong inclination towards developing co-operative solutions
- Highly organized self-starter who thrives in a goal-oriented business culture
- Excellent communication, interpersonal, and problem-solving skills
- Excellent active listening, negotiation, and presentation skills
- Strong initiative, integrity, and work ethic
- Energetic, creative, and professional with a strong presence, business acumen and positive outlook
- Demonstrated skills of managing multiple priorities while maintaining poise in difficult situations
- Ability to interact with other members of the management team with confidence and capable of contributing to and receiving feedback in a professional and mature manner
- High degree of respect for safe work habits and procedures

Qualifications:

- An Undergraduate degree
- Minimum of 3 (and preferably 5 or more) years' experience in a production/private business environment
- Advanced proficiency with Microsoft Excel is required
- Experience with NetSuite is an asset

Measures of Performance:

- Quality of analysis and financial insights
- Process Improvement
- Work-flow management
- Cash flow management
- Communication and collaboration at all levels
- Ability to manage deadlines
- Timely and accurate reporting
- Adherence to Prime safety and training requirements