

Accounting Manager – Method Marine Supply Ltd.

Salary Range: \$70,000 – \$85,000 year depending on experience and qualifications

Permanent and Full Time, located in Tofino, BC

Responsibilities:

We are seeking a confident individual to provide professional financial leadership and support in a group of locally and family-owned and operated companies in the retail and marine sectors.

Day-to-day duties will include:

- Responsible for the completion of month-end close and year-end close, including preparation of monthly reconciliations.
- Preparing transactions within a computerized accounting system. Proficiency with various accounting software is required.
- Ensure the general ledger is accurate and up to date with delivery of key reconciliations at month end.
- Maintain accurate records of all capital asset additions and prepare year-end amortization schedules.
- Provide accurate and complete year-end information and necessary accruals and supporting documentation to external accountants.
- Provide Accounts Receivable support and analysis, and assist in development of AR policies.
- Investigate and resolve account issues/discrepancies.
- Ensure compliance with Provincial and Federal sales tax requirements, including PST, GST, Carbon Tax, Motor Fuel Tax, & Fuel Excise Tax.
- Prepare GST and PST returns and manage payment of installments and balances in accordance with CRA and Province of BC policies and deadlines, respectively.
- Process payroll in accordance with BC Employment standards. Reconcile payroll accounts and file T4s.
- Responsible for preparation of regular intercompany transactions and reconciliations.
- Continually monitor and forecast cash flows.
- Maintain and monitor established accounting policies and procedures.
- Protect assets by establishing, monitoring, and enforcing internal controls.
- Complete financial analysis to provide management with the financial information needed to make informed decisions.

Requirements:

- Minimum 3 years education in business, accounting or finance and 3 years experience in accounting/finance.
- Experience and proficiency working with various accounting software.
- Proficient in Microsoft Office with advanced Microsoft Excel skills
- Proficient in Sage 50 (Simply Accounting)
- Thorough knowledge and ability to apply accounting principles and procedures.
- Knowledge of applicable Provincial and Federal sales taxes.
- Understanding of income tax rules to ensure accounting records are clean and organized for the external accountant's preparation of corporate tax filings.
- Experience with cash management and risk assessment
- Organized, detail-oriented, with the ability to analyze and problem solve
- Able to work independently and as part of a team, with good interpersonal communication skills
- Self-starter

We can offer:

- A challenging yet diverse professional position with a group of locally and family-owned and operated companies in the retail and marine sectors
- Extended health care after 1 year of employment
- Flexible schedule
- Employee discount in the 3 retail stores in our group of companies
- Competitive salary and compensation package
- The possibility of housing for the right candidate

Please provide a Cover Letter and resume detailing your qualifications, experience in interest in this position to Cathy Bernard at cbernard@methodmarine.ca or by fax to 250-725-2103

Candidates under consideration will be contacted for an interview.