



Posting Date: 3/15/2018

Posting End Date: until filled

The following position is currently open. If you wish to apply, please submit your resume and cover letter to:

jobs@tectran.com

JOB TITLE: Senior Accountant

JOB TYPE: Full time contract position for 1 year

REPORTS TO: Director of Finance

LOCATION: Mississauga Office

GENERAL PURPOSE:

Tectran presently has a team of talented individuals who manufacture, warehouse and distribute parts for the Heavy Duty Truck and Trailer Market. While our primary manufactured products relate to air and electrical tractor-to-trailer connection lines, we also supply a range of over 7,500 parts to this market.

We are looking for a Senior Accountant to cover a 1 year maternity leave providing support to the Director of Finance along with the rest of our Accounting Team. This individual will be able to work independently, prioritizing tasks to adhere to reporting deadlines, attention to detail, quality and follow-through. They must have a high degree of accuracy, strong analytical skills, excellent communication skills, be results driven, proactive and self-motivated.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Due to the broad scope of responsibilities, projects and daily tasks will often vary and you will be required to prioritize appropriately and exercise professional judgement.

- Inventory monitoring and analysis
- Cost monitoring and tracking
- Asset and capital project expense tracking
- Bank reconciliations
- Prepare and post journal entries
- General Ledger Reconciliations
- Liaise with Accounts Payables and Receivable teams in US and Canada
- Generate daily sales and contribution margins
- Complete quarterly and annual tax filings
- Calculate commissions and rebates monthly
- Analyzing processes within the finance and accounting functions for improved quality and efficiencies
- Other ad hoc projects as required
- Perform other related tasks as assigned by Director of Finance

EXPERIENCE:

The successful candidate will possess:

- Diploma or degree in accounting, CGA, ACCA an asset
- 3 – 5 years related experience required; experience in manufacturing industry preferred
- Full proficiency using MS Office products, especially use of macros and analytical tools
- Experience in ERP environment an asset, Epicor system knowledge preferred.
- Sound knowledge and understanding of accounting practices
- Willing to learn and adapt in a fast paced environment

TECTRAN is an Equal Opportunity Employer. We offer a competitive benefits package with a generous employer contribution toward our group Health plan and Voluntary Dental, Life, Supplementary insurance plans. PTO, tuition and position relevant Certification and Education reimbursement.