

# SENIOR ACCOUNTANT

## ABOUT THE COMPANY

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Farpoint Films is an award-winning film, television, and digital media production company based in Winnipeg, Manitoba. They utilize in-house production and post-production facilities to hand-craft inspiring and creative storytelling

## ABOUT THE ROLE

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Farpoint Films Inc. is seeking a Senior Accountant to join their team. Reporting to the Director of Finance, the Senior Accountant is responsible for the full-cycle accounting for Farpoint Films and their associated businesses. They will work with accounting assistants and be cross-trained with the production team. The Senior Accountant is responsible for the day-to-day financial activities of the organization including accounting, reporting, internal controls, audit and adherence to various regulations, financial planning, analysis, budgeting, forecasting, and information systems.

This financial role will appeal to a confident professional with excellent interpersonal and communications skills and who enjoys being hands-on and driving results.

## KEY RESPONSIBILITIES

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- Review and process all financial transactions on a timely basis, ensuring accuracy, completeness and compliance with policies and procedures and regulatory requirements
- Maintain monthly financial records, ensuring balances are accurate
- Reconcile accounts weekly, monthly, quarterly and yearly, and loan accounts monthly
- Manage Accounts Receivable for all overdue accounts
- Ensure timely and accurate reporting for Accounts Payable and accrued liabilities
- Perform monthly prepaid expense analysis and adjustments, and maintain the prepaid asset continuity schedule
- Responsible for monthly capital asset analysis and adjustments and maintaining the capital asset continuity schedule.
- Review repairs and maintenance schedule monthly as well as small equipment purchases to ensure accurate coding
- Ensure all deferred development financing and expenses are maintained accurately
- Review credit card summaries for accuracy
- Prepare and assist with the year end non-consolidated and consolidated review engagement financial statements, including preparing supporting documents and working papers
- Coordinate the year-end audit process including the review and/or preparation of working papers, schedules, analyses and other required documentation
- Collaborate and work with assistant accountants on reconciliations, providing support where needed
- Complete month-end closing procedures on assigned financial statement items
- Ensure financial reporting and procedural compliance with all applicable regulations
- Recommend and implement changes as appropriate to improve internal controls and efficiencies

- Assist in development, maintenance of effective financial operations, systems and procedures
- Maintain effective and efficient accounting systems, processes and practices based on recognized accounting principles, policies, procedures and guidelines while ensuring compliance
- Other related duties as assigned

## SKILLS AND QUALIFICATIONS

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We are seeking a candidate with a strong balance of education and relevant experience, ideally with 7-8 years in a similar position. While a formal accounting designation is not required, experience with relevant accounting courses is highly preferred due to our complex organizational structure. As a small team, we value flexibility and the ability to step in and assist where needed.

- Post-secondary education in accounting; accounting designation is not required
- Minimum of 7 to 8 years of financial accounting experience in a similar role
- Experience in the entertainment industry would be an asset
- Able to work independently and effectively in a team environment
- Strong communication and organizational skills
- Strong analytical and critical thinking skills, detail-oriented, and able to meet deadlines
- Strong computer and administrative skills

If you are interested in learning more about this exciting opportunity, please forward your resume to Laise Sato at [Laise.Sato@mnp.ca](mailto:Laise.Sato@mnp.ca).

