

Accounting Manager

(Richmond, BC)

\$90,000 to \$100,000

On behalf of our client, J&S Sales in Richmond, BC, we are searching for a highly skilled and detail-oriented Accounting Manager to join their team. J&S is an industry leader in commercial HVAC sales. Stocking a variety of trusted and respected brands, they provide a range of HVAC products. In addition, they supply comprehensive parts and services to their customers. Currently, in a period of sustained growth, they are looking for an experienced Accounting Manager to provide the foundations for their continued expansion.

Reporting to the VP of Operations, the Accounting Manager oversees the daily operations of the accounting function. This role offers an opportunity for an immediate impact on the business. Alongside handling routine accounting tasks, the position collaborates with the VP of Operations to streamline processes, monitor internal controls, and drive continuous business enhancements. Located in Richmond, BC J&S Sales prioritizes local candidates who can commute to the office regularly.

Key Responsibilities

- Performs day-to-day accounting functions, including maintaining subsidiary accounts, verifying, allocating, and posting transactions.
- Producing regular financial reports, such as an income statement and balance sheet.
- Manages remittances such as GST, PST, WCB, CBSA, and payroll.
- Maintains vendors' monthly statements and manages communication with vendors for payments and documentation.
- Ensures proper recording and entry of transactions in the computerized accounting system.
- Processes accounts receivable and accounts payable allocations and payments.
- Conducting collections as required.
- Manages internal payroll processes and benefits administration.
- Records financial transactions, including purchases, sales, receipts, and payments, in the appropriate ledger accounts.
- Reconciles bank statements and ensures accurate reflection of all transactions.
- Maintains confidentiality of financial information and adheres to company policies and procedures.
- Prepare and submit all tax remittances, including monthly and annual GST statements.
- Develop regular cash flow and operating forecasts throughout the year to ensure liquidity and financial
- Establish and maintain strong internal control procedures to safeguard company assets and ensure compliance with regulatory requirements.
- Ensure timely processing of expense reports and mileage reimbursements.
- Payroll processing to ensure accuracy and compliance with regulations.
- Develop and document business processes and accounting policies to strengthen internal controls and manage risk effectively.

- Analyze revenue, expenses, and balance sheet items, providing insights and recommendations for improvement.
- Serve as the primary point of contact for external auditors and coordinate the annual compilation process to ensure timely completion and accurate financial reporting
- Responsible for all data entry, including but not limited to, invoicing, payment, scanning receipts, in the company's accounting system (QuickBooks Online).

Skills and Qualifications

- Post Secondary education (Degree or diploma) in Accounting, Finance, or a related field.
- Certified Professional Bookkeeper (CPB) through the Certified Professional Bookkeepers of Canada is preferred but not essential.
- Minimum 3 years relevant experience in accounting, including experience within a small business environment.
- In-depth knowledge of financial accounting principles and practices.
- Experience in processing payroll, including payroll year-end.
- Experience calculating salesperson commissions.
- Establish and maintain strong internal control procedures to safeguard company assets and ensure compliance with regulatory requirements.
- Experience suggesting and leading improvements to invoicing, payroll, or Purchase order PO systems.
- Excellent communication skills, both written and verbal, so can effectively convey financial concepts to non-financial leadership.
- Strong work ethic, demonstrating a high level of commitment, integrity, and attention to detail.
- Demonstrated a sense of urgency with a strong commitment to achieving goals and meeting deadlines.
- Exceptional attention to detail and works well independently.
- Experience using QuickBooks Online.
- Excellent Excel skills.
- Experience with cross-border transactions and businesses an asset.
- CPA designation is an asset but not essential.

Are you a dedicated Accounting Manager looking for an opportunity to lead all aspects of accounting for a small business? Make the changes you wish to see, and optimize the department with new processes. Join J&S Sales and be part of a great team that celebrates success together with birthday lunches, Golf Tournaments, and much more. J&S offered flexible working hours and a relaxed dress code.

If you have a demonstrated background and want to learn more about this opportunity, please forward your resume to laise.sato@mnp.ca. We'd like to ask all applicants to apply through the official process managed by MNP and to avoid speculative approaches.

We appreciate the interest of all applicants, and only those selected for interviews will be contacted. Please note that this is an in-office-based opportunity in Richmond, BC.