

JOB POSTING

Accountant

About Prime Engineering

With a reputation for customer service excellence, Prime Engineering specializes in taking on unique challenges and delivering creative independent solutions. Our experienced staff deliver top quality electrical design and services, with a focus on the supply, design, and commissioning of electrical projects.

About the Role

Prime Engineering is seeking to fill an Accountant position for a motivated and hardworking person keen to join a dynamic and growing company. We are looking for an Accountant to direct the day-to-day financial management of Prime Engineering. The primary responsibility is the financial management of the business, especially in supporting effective planning through analysis insight. 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.

What You Will Be Doing

- Timely and accurate reporting and project profitably 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
- 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
- Managing the budget process
- In coordination with the administrative team, management of all accounting operations including billing, A/R, A/P, GL, cost accounting, and inventory accounting
- Complete monthly regulatory reporting and filing including PST, GST and corporate tax and assist with completion of T4 and T2200 annual forms and employer health tax as well as WCB filings
- Monitor debt levels and compliance with debt covenants
- Assessing and advising on tax optimization strategies, cost savings and grants and 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
- Any other duties as assigned

What You Will Need

- An Undergraduate degree in Accounting, Finance or related field
- 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
- Needs to be a self-starter. Proactive and strong communicator



Working Conditions

- This will be an in-office role.
- Must be legally entitled to work in Canada with the ability to pass a criminal record check.

Application Information:

If this opportunity to work with a dynamic, growing company with a culture that values innovative problem solving, please apply with your resume and cover letter [here](#).

This posting will remain open until **filled**

We look forward to connecting with you!