



Intermediate Accountant

Victoria, BC

On behalf of our client, **FTS Forest Technology Systems**, we have an outstanding opportunity for an **Intermediate Accountant** to join their growing **Langford, Victoria**-based company. If you are a self-starter, who excels at providing general accounting services, enjoys liaising with all departments to ensure accurate, timely and efficient processing of accounting for month end financial reporting, and you want to join a world leader in a unique high-tech field, then read on!

Do you have 2-5 years of recent, related experience in accounting and administration, preferably in a high tech or manufacturing environment? Would you bring an energetic work ethic to this talented team? Are your key strengths multi-tasking and paying meticulous attention to detail? If you answered yes to these questions, then we encourage you to apply!

In the role of Intermediate Accountant, you will be reporting to the Finance Manager and working closely with all department teams in support of the customers, vendors, suppliers and finance institutions. This position will also support the processing of payroll, maintenance of personnel files and handle confidential materials related to the HR Information System.

Our Ideal Candidate:

- Post-secondary education in at least one of the following areas:
 - A recognized accounting certificate
 - Two-year accounting diploma
 - Or, working towards a professional accounting designation or equivalent
- Strong knowledge of best practices and accounting principles
- Proficiency in MS Office and general office equipment and experience with Epicor or other ERP systems
- Excellent analytical, communication and interpersonal skills
- Must have a good eye for detail, well organized and deadline orientated
- Able to learn quickly, and effectively apply new knowledge
- Takes initiative and able to work well in a face paced office environment with minimum supervision

About FTS:

FTS - Forest Technology Systems Ltd. is a world leader in the design, manufacture and service of rugged, easy-to-use, environmental monitoring systems that help monitor the world's remote natural environments. FTS is a growing, privately-held Victoria-based company committed to industry leading excellence in our industry.

FTS offers a rewarding work environment with like-minded professionals, an excellent post-hiring training program; and a competitive salary with an excellent benefits package.

To find out more about FTS – Forest Technology Systems, visit www.ftsinc.com

How to Apply:

After reviewing the *Job Description* to discover the finer details of the position, qualified applicants are encouraged to apply in confidence to careers@tallsky.ca with a resume and covering letter that indicates how your education and experience meet the requirements of this position.

We thank all candidates who apply; however only those selected for further consideration will be contacted following initial application acknowledgement. No phone calls please.



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EXTREME ENVIRONMENTS. EXTREMELY RELIABLE.

POSITION DESCRIPTION

Position Title: Intermediate Accountant
Reports To: Accounting Manager
Position Type: Full time
Department: Finance
Location: Victoria, British Columbia
Date Prepared: Nov 2018

BACKGROUND

FTS - Forest Technology Systems Ltd. is a world leader in the design, manufacture and service of rugged, easy-to-use, environmental monitoring systems that help monitor the world's remote natural environments. FTS is a growing, privately-held Victoria-based company committed to industry leading excellence in our industry.

FTS develops, manufactures and sells data loggers, data collection and analysis software, sensors, and telemetry systems for remote sites that do meteorological, hydrological and fire/weather monitoring. Our mission is to make our customers successful in their efforts to monitor, record and analyze changes in the natural environment.

PRIMARY JOB OBJECTIVE

The Intermediate Accountant is responsible for providing general accounting services for the company, liaising with all departments to ensure accurate, timely and efficient processing of accounting and month end systems. The incumbent will work closely with all departments in support of the customers, vendors, suppliers and finance institutions. This position will also support the processing of payroll, maintenance of personnel files and handle confidential materials related to the HR Information System.

DUTIES AND RESPONSIBILITIES

Accounts Payable

- Review, verify and ensure all vendor and supplier invoices are processed in a timely manner and payments are made within defined terms
- Resolve invoice discrepancies and respond to vendor queries, includes researching invoices, returns and credits
- Monitor and maintain vendor files

General Accounting

- Prepare monthly Bank and General Ledger account reconciliations and journal entries
- Follow and complete all month end procedures with accuracy and efficiency
- Coordinate credit card and expense account management
- Assist with cash management and cash flow forecasts, etc.

Accounts Receivable

- Receipt and processing of payments received electronically, cheques, and credit cards
- Prepare bank deposits as required

Payroll Support

- Complete semi-monthly payroll using Payworks system
- Respond to employee questions concerning payroll matters
- Assist with benefit administration by processing enrollments, terminations and by handling employee enquiries
- Maintain personnel records, prepare materials and data for new, retiring or terminated employees through the HR information system.

QUALIFICATIONS

Required Qualifications:

- Minimum 3 – 5 years recent, related experience in accounting and administration, preferably in a high tech, manufacturing environment
- Strong knowledge of best practices and accounting principles
- Experience with payroll and benefits administration
- Proficiency in MS Office and general office equipment

Preferred Qualifications:

- Post-secondary education in at least one of the following areas:
 - A recognized accounting certificate
 - Two-year accounting diploma
 - Or, working towards a professional accounting designation or equivalent
- Experience with Epicor or other ERP systems

PERSONAL CHARACTERISTICS

- Ability to multi-task and manage a diverse workload within tight timelines
- Meticulous attention to detail
- Exceptional organizational skills and accuracy
- Able to learn quickly, and effectively apply new knowledge
- Takes initiative and able to work well in a face paced office environment with minimum supervision.
- Excellent verbal and written communication skills
- Brings a fun and energetic work ethic to every day work

QUALITY

It is each employee's responsibility to comply with FTS' quality program. It is the employee's responsibility to identify non-conformity and initiate appropriate corrective actions.

DISCLAIMER CLAUSE

The above statements are intended to describe the general nature and level of the work being performed by the employee assigned to this position. There are no exhaustive lists of all duties and responsibilities, knowledge, skills, abilities, physical job demands and working conditions associated with this position.