



JOB PROFILE

Date:	November 16, 2020
Position:	Junior Accountant
Status:	Full Time
Shift:	Monday - Friday
Hours:	7.5 Hours/Day
Location:	Burnaby

Hemlock Printers is a North American leader in the rapidly changing and transforming business of print communications. In business for over 50 years, we are truly best-in-class and deliver superior results through expert craftsmanship, advanced technology, and sustainable practices.

Hemlock's head office in Burnaby has an exciting opportunity for a Junior Accountant to join its Finance and Accounting team. The Finance and Accounting team is led by professionals with public practice experience in audit and tax. We believe learning and development is part of a fulfilling career and we truly feel that this position could be an excellent opportunity for the right person. We believe it is important to know the how and the why for everything we do and will strive to help you grow both technically and practically in your role as you pursue your CPA designation.

The position requires the candidate to provide support to the finance department by managing daily accounting tasks and playing a fundamental role in the month-end close process. The ideal candidate will have the opportunity to work closely with the Finance and Accounting team in developing tangible business transformation experience as we look to continually improve all areas of our business with data-driven business process improvement. The role is Permanent - Full Time.

Core Responsibilities:

- Prepare and process routine journal entries and bank transactions
- Drive period end close process including posting related journal entries and preparing reconciliations and schedules for key balance sheet accounts including inventory, payroll, intercompany, credit card and general clearing accounts
- Assist with review and posting of expense reports
- Assist with preparation of period financial reports and analysis
- Participate in the annual audit process
- Support and coverage for accounts receivable and accounts payable when required
- Pro-actively participate and support in continuous improvement and the development of best practices within and across departments



Skills & Qualifications:

Required:

- Undergraduate degree in accounting or finance
- Currently enrolled (or planning to enrol) in the CPA Professional Education Program (PEP) and working towards the CPA designation
- Understands accounting standards (ASPE) and financial reporting principles
- Possesses advanced MS Office and Excel skills
- Demonstrates strong verbal and written communication skills
- Shows great attention to detail with an appreciation for the bigger picture
- Naturally takes initiative, ownership and responsibility of assigned responsibilities
- Is consistently looking to identify opportunities for process improvement
- Is able to organize and prioritize multiple projects while staying on top of daily tasks
- Creative and enthusiastic

Assets:

- Hands-on experience with Microsoft Dynamics NAV accounting and/or Jet reporting software
- Thrives in performing a wide range of tasks

If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote JUNIOR ACCOUNTANT in the email subject line.