

## Job Profile

<b>Date:</b>	January 26, 2024
<b>Position:</b>	Junior Accountant
<b>Status:</b>	Permanent, Fulltime
<b>Shift:</b>	Monday to Friday
<b>Hours:</b>	8 hours / day
<b>Location:</b>	Burnaby, BC
<b>NOC:</b>	11100
<b>Pay Scale:</b>	\$50,388 - \$59852

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Hemlock Printers Ltd. is an internationally recognized leader in print communications with manufacturing facilities and offices in Burnaby, BC and Los Angeles, CA, plus sales associates in Seattle, WA and San Francisco, CA. For more information, please visit [hemlock.com](http://hemlock.com).

We have an opening at our Hemlock Display division for a **Junior Accountant**. As the Junior Accountant you are responsible for supporting the finance department by completing daily accounting tasks and taking ownership of specific core accounting functions. You would work in collaboration with other members of the finance team, both at Hemlock Printers and Hemlock Display, to support the monthly accounting close process as well as the preparation of financial statements and other reports. The candidate is also expected to provide help in both billing and accounts payable.

You must have strong written and verbal communication skills as well as an adequate understanding of the relevant systems used in the position. You should also have noteworthy organizational and analytical skills, plus an understanding of accounting and financial reporting principles and practices.

The position is a full-time permanent, working Monday – Friday, 8:30 am to 5:00 pm (½ hour unpaid lunch) with working locations at Hemlock Printers Ltd. at 7050 Buller Avenue, Burnaby and Hemlock Display Solutions at 4093 McConnell Court, Burnaby.

### POSITION GOALS

- Contribute to the overall efficiency of the accounting department
- Consistent, timely and accurate completion of assigned work
- Facilitate Hemlock’s awareness of its financial condition

### POSITION RESPONSIBILITIES

- Manage financial records: Maintain accurate and up-to-date financial records, including accounts payable and receivable, general ledger entries, billing, and bank reconciliations.
- Prepare financial statements: Generate timely and accurate financial statements, including income statements, balance sheets, and cash flow statements.
- Perform financial analysis: Conduct detailed financial analysis, identify trends, variances, and areas of improvement, and provide recommendations to management based on findings.
- Ensure compliance: Adhere to accounting principles, regulations, and company policies to ensure financial compliance and accuracy.
- Assist with budgeting and forecasting: Collaborate with relevant stakeholders to develop and monitor budgets and forecasts, providing insights into financial performance and assisting in decision-making processes.
- Manage sales tax compliance: Prepare and submit tax returns, ensure compliance with tax regulations, and keep abreast of any changes in tax laws.
- Support financial transactions: Assist in the preparation of financial reports, financial statements, and other financial documents as required.
- Provide financial guidance: Offer guidance and support to other departments or individuals on financial matters, including budgeting, expense tracking, and financial processes.

**Additional Duties:** The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your manager are expected to be performed.



### **SKILLS & QUALIFICATIONS**

- Undergraduate degree in accounting or finance
- Experience with Business Central or other ERP software is an asset
- Excellent understanding of accounting standards (ASPE) and financial reporting principles
- Excellent knowledge of MS Office and possessing strong Excel skills
- Minimum one year of related accounting experience
- Strong verbal and written communication skills
- Great attention to detail and tasks management skills
- Naturally takes initiative and ownership of assigned responsibilities

### **BENEFITS**

- Extended Health and Dental (incl. of Vision & Prescriptions), Life, AD&D, Short-term Disability and Long-term Disability Insurance package
- Vacation and Care/Sick pay
- Group RRSP
- Profit Sharing
- Employee & Family Assistance Program
- Transit/Compass Card program
- Free Electric charging stations & onsite parking

Hemlock Printers is committed to building a diverse and inclusive workplace. We strive to ensure our internal policies and practices recognize the value of diversity, inspire employee participation and are free of barriers for advancement. Our goal is to provide equal possibility for everyone and for every employee to feel safe, valued, empowered, and respected for their contributions to our shared purpose. All those who would contribute to the further diversification of our community are encouraged to apply.

If you are interested in this opportunity, please forward your resume to [hrd@hemlock.com](mailto:hrd@hemlock.com) and quote **Junior Accountant - Display** in the email subject line.

Open Until Filled.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.