

Occupational Description

Position Title	Junior Accountant
Reports to	Financial Controller
Job Type	Full Time
Job Code	FN103

Position purpose

- The Junior Accountant is responsible for maintaining accurate financial records for NuWave Research and its group of companies.
- Responsible for some office administration duties as the needs arise.
- This Finance role works in collaboration with the Procurement, Production, Human Resources and Business Development teams to set and deliver high quality deliverables.

Junior Account Duties and Responsibilities

- Follow all accounting policies and procedures.
- Conduct monthly reconciliation of all bank accounts, inter-company accounts and credit cards for review.
- Conduct periodic reconciliation of Chart of Accounts to ensure their accuracy as directed and reviewed by the Financial Controller.
- Assist in department and job level costing.
- Support preparation of financial statements.
- Assemble information for external auditors as requested.
- Maintain an orderly accounting filing system both digital and physical.
- Tag and monitor fixed assets.
- Ensure PST exemptions are processed by vendors on relevant orders.
- Record payment receipts.
- Reconcile invoices to PO's and ensure proper inventory controls are carried out.
- Pay vendor invoices as authorized on weekly cheque runs.
- Issue invoices to customers as directed.
- Ensure receivables are collected promptly as directed.
- Calculate and prepare quarterly and annual WorkSafeBC, payroll reports and pay as directed.
- Prepare or assist in preparation of Government remittances (GST, Employer Health Tax etc.) and pay as directed.
- Maintain ERP records to include all new item purchases and ensure compliance with SolidWorks data.
- Assist in periodic inventory counts.
- Process Employee Expenses
- Set up and maintain employee profiles in ADP; ensure all earnings and deductions are calculated correctly.
- Lead improvement projects under the supervision of the Financial Controller/Management.
- Manage project based job posting for custom machine fabrication.
- Maintain accurate excel files for tracking accruals.
- Payroll preparation according to the ADP schedule deadlines; ensure all payroll calendar and entry information are documented.
- Complete Pay Period Reconciliations for review by the Financial Controller.
- Complete and reconcile the Payroll 20XX spreadsheet from the ADP reports once they have been finalized for the pay period.



- Calculate, document and make General Journal Entries each pay period for Payroll, Employers Health Tax, and WorkSafeBC.
- Complete the monthly Benefit Premiums Breakdown spreadsheet to reconcile with the monthly GroupHEALTH invoice and make the appropriate invoice entry in ERP.
- Willingness to work additional hours during month end and year end periods in accordance with company policies (i.e. extra hours worked can be banked to used at a later date).

Qualifications

- Education
 - Degree/diploma in bookkeeping/accounting or equivalent with a strong cost management acumen.
 - Long term desire to pursue CPA designation by taking on more complex tasks.
- Certification
 - Class 5 clean driver's license with access to car for administrative purchase duties.
 - Occupational First Aid Level 1 is an asset (NuWave will pay for training and certification).
- Experience
 - 4+ years bookkeeping experience is required.
 - 4+ years of experience with accounting software (Sage, QuickBooks, or equivalent ERP) is required.
 - Experience with small company payroll, accounting and financial reporting and practices is required.
 - Experience with Microsoft Dynamics 365 (NAV) is an asset.
 - Experience with hourly and salaried Payroll is an asset.
 - High proficiency in Microsoft Excel is required.
- Skills and Abilities
 - Strong work ethic and ability to work positively and respectfully with co-workers.
 - Professional etiquette (both written and verbal) with co-workers, vendors, customers and individuals visiting NuWave Research.
 - Strong ability to manage time and multiple priorities to achieve high-quality deliverables.
 - Strong computer skills (word processing, spreadsheets and database navigation).
 - Analytical mind with strong problem-solving skills.
 - Meticulous attention to detail with superb organizational skills.
 - Ability to gather and analyze data.
 - Ability to work under pressure and meet tight deadlines.
 - Ability to abide by the financial confidentiality code of conduct.
 - Ability to work both independently and as part of a team.
 - Willingness to support the organization in tasks outside of the job description.

Physical requirements

- None

Direct reports

- None



Approved by:	
Date approved:	
Reviewed:	