

**POSITION TITLE:** Accountant

**DEPARTMENT:** Finance & Administration

**REPORTS TO:** Divisional Controller

**LOCATION:** Courtenay, BC

**Who we are:**

Highbridge Human Capital is delighted to be working with Fall River Logging in a search for an Accountant to join their team in Courtenay. Fall River Logging is a part of the Meraki Family, a BC-based, diversified group of companies that offers fully comprehensive, community-oriented resource management and development solutions. Their key business areas are woodlands management, professional forestry, harvesting, forestry road construction, log hauling, log sales, civil construction and heavy-duty equipment and truck service and parts. While the companies are run autonomously, they are united by their commitment to quality and continuous improvement.

Today, as part of the Meraki Family, Fall River Logging and its sister company, Kechika Contracting, continues to grow and expand, offering its customers access to a greater number of services with the same great care. Fall River Logging is still family oriented and employee focused, and their proud of the team they've built over the past decade. Fall River Logging continues to set the standard for reliability and professionalism in harvesting and forestry road construction on Vancouver Island.

Fall River Logging believes in long-term growth and opportunity for everyone on their team. When you work with Fall River, you're considered family, and they'll do everything they can to help you build the career you want.

**What you'll do:**

The Accountant, reporting to the Divisional Controller, is responsible for overseeing and executing financial services and associated administrative tasks. The Accountant works effectively and efficiently to ensure the finances are accurate and up to date, month end deadlines are met, staff are paid in a timely and accurate manner, and vendors and suppliers are paid within established time limits. This includes processing and monitoring payments, invoices and expenditures, monitoring payroll and ensuring all required spreadsheets and databases are up to date and assisting with the month end and year end processes. As a part of a small finance team, the Accountant is a team player who can contribute to all aspects of Finance and Administration to ensure overall team success.

**Your Day to Day:**

**Financial Statements – approximately 20% of time**

- Assist with the month end and year end processes to ensure all possible entries and adjustments are in the system.
  - o Reconcile specific accounts monthly
  - o Responsible for various spreadsheets – updating and reconciling of same
  - o Maintain and update databases dealing with employees, equipment, projects, insurance and vendors
  - o Provide other bookkeeping functions as required.

**Payroll – approximately 15% of time**

- Oversees all aspects of the payroll processing to ensure entry is done in a timely and accurate manner and is responsible for all benefit administration and processing (union, non union, and staff).

**Accounts Payable – approximately 20% of time**

- Processing of complex accounts payable transactions to ensure that the finances are maintained in an effective, up to date and accurate manner.
  - o Import and update fuel transactions and report issues to management, compile comparative reports and distribute to supervisors.
  - o Reconcile various statements and journalize accordingly
  - o Review, prepare statements, process and prepare payments for subcontractor pay
  - o Ensure all cheques have been run that are applicable to payment dates, ensure backup exists for all cheques, present cheques to General Manager for signature.
  - o There will be times when the Accountant will be required to enter vendor invoices in order to meet month end deadlines etc.

**Accounts Receivable – approximately 15% of time**

- Perform the day to day processing of all accounts receivable transactions to ensure that all invoicing is prepared in an effective, up to date and accurate manner.
  - o Prepare invoicing as required – logging, hauling, rentals etc.
  - o Record all invoices in system
  - o Prepare monthly invoices to customers regarding employee time.

**Health and Safety – approximately 10-15% of time**

- Responsible for all aspects of the tracking and administrative functions of the company health and safety programs.
  - o Compiling site specific safety documentation for new field operations.
  - o Manage safety training, safety data, and ensure corrective action is completed in a timely manner.
  - o Record accident/incident data
  - o Maintain and update employee safety records, evaluations and expiry dates
  - o Joint Health and Safety Meetings document administration
  - o Manage continual updating of employee information in SiteDocs.
  - o Assist with completion of Safety Audit.
  - o Coordinate training as required
  - o Manage completion of annual refresher training – preparing slides as required, ensuring employee attendance, coordinate and/or purchase employee appreciation gifts.

**Administration – approximately 15% of time**

- Provide administrative support in order to ensure effective and efficient office operations.

**What experience and qualifications you bring:**

- o Working towards CPA (or similar designation) or education/background in finance
- o Knowledge of, and ability to apply GAAP
- o Strong Excel skills including preparing worksheets, using pivot tables and advanced formulas
- o Ability to use a variety of systems and accounting software.
- o Ability to maintain a high level of accuracy in preparing and entering financial and payroll information.
- o Ability to work under pressure with tight deadlines and changing priorities
- o Strong work ethic and positive team attitude
- o Demonstrated analytical and problem-solving skills

**Please email resume to [recruiting@hbccanada.com](mailto:recruiting@hbccanada.com)**