



BOOKKEEPER / ACCOUNTANT:

Location: Mississauga, ON

Job type: Full time, Permanent

About Us

For more than 60 years National Compressed Air (NCA) has been providing innovative solutions to customers on every continent! We are an industry leader in specialized and custom engineered compressors, drilling systems and track carriers serving the oil and gas, mining and manufacturing industries.

NCA is currently looking for a Bookkeeper / Accountant to join our talented team. The ideal candidate must have 5+ years of accounting experience, with 2+ years in a role with full cycle accounting responsibilities, preferably in the manufacturing sector. This position will oversee all financial related matters at NCA and manage a small accounting team, providing leadership and oversight on day-to-day operations.

Responsibilities:

- All aspects of accounting operations - billing, credit and collections, A/R, A/P, payroll, inventory, and financial reporting
- Compiling and presenting monthly financial reports to management
- Year-end financial statements, liaise with external accountants, and provide required year-end reporting package
- Oversee cash flow, debt management, foreign exchange, major equipment purchasing and ensure availability of operating loan/funds, if needed
- Prepare government returns, remittances and payments including EHT, HST, WSIB, Corp. Tax
- Liaise with financial institutions and provide required timely reporting
- Mentoring and leading accounting system users
- Develop and document business process and accounting policies to maintain and strengthen internal controls
- Keeping up-to-date on market trends and changes to legislation
- Other duties as required

Skills and Qualifications:

- Accounting designation (CPA) preferred
- Minimum 5 years work related experience, with 2 years in a position independently handling full cycle accounting, month-end and year-end processes
- Experience with MS Dynamics Great Plains ERP systems
- Experience with multicurrency (US/CAD/EUR) accounting in a manufacturing environment
- Experience with Inventory management, annual count and adjustments, SL/GL reconciliation
- Strong knowledge and practical use of Excel
- Ability to use judgment when setting priorities and meeting deadlines
- Excellent communication, leadership and mentoring abilities

We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, applicants are requested to make their needs known in advance).

Please submit a resume with cover letter via email to hr@nationalcompressedair.com

Please state the position you are applying for. No phone calls please.

We wish to thank all applicants for applying however only selected candidates will be contacted for an interview.