



Pacific Safety Products Inc. is an established industry leader in the design, production, distribution and sale of wearable armor and other safety products serving the law enforcement and defence sector. We currently have an opportunity for the right individual to join our dynamic and talented team of employees as:

**Position: Senior Accountant    Location: Arnprior, ON    File No: FIN 10-014**

**Summary:**

Reporting to the Controller, the Senior Accountant will primarily be responsible for the preparation of Accpac financial statements for PSP and Sentry. Ensures adherence to Company accounting control processes, GAAP compliance, government agency reporting and coordination of cycle closings are inclusive of this position.

**Responsibilities:**

- Performs month end accounting closing duties, including recurring entries, reviewing journal entries, general ledgers, trial balance for accuracy and completeness
- Reviews A/P and A/R sub-ledgers for accuracy and provides guidance to A/R and A/P in procedures and account coding; responsible for final GL postings
- Prepares various reports as required i.e. Stats Canada
- Prepares spending variance analysis (actual to budget) for department managers on a monthly basis including investigation into larger anomalies or transaction details
- Assists Controller with budget preparation
- Monitors cash and bank balances; executes all paperwork required to manage our accounts; performs monthly all bank reconciliations
- Coordinates and executes any outgoing wire payments or incoming letters of credit including customer correspondence on transaction details
- Maintains and reconciles amortization & fixed asset schedules
- Administers and acts as point of contact for Company insurance policies and requirements
- Reconciles inter company accounts including trade eliminations
- Prepares foreign currency translation adjustment and analysis
- Posts monthly, quarterly and annual accruals
- Assists with Accpac system training
- Coordinates month end / quarter end efforts within Accounting group / other facilities
- Responsible for integration of monthly trial balance inclusion of other operations
- Imports and verifies integrity of CADOPS and USOPS results into CaseWare software for consolidation
- Maintains internal controls documentation including full annual review and revision
- Prepares working papers for auditors on a quarterly and annual basis
- Maintains working schedules for all balance sheet accounts on monthly basis
- Ensures compliance with state reporting requirements for US subsidiary operations
- Provides training and guidance to new employees within the department
- Functional supervision on compliance issues or unique / unusual transactions to A/R, A/P, Payroll and Intermediate Accountant positions
- Development of new processes in compliance with GAAP and standard practices
- Other duties as required.



#### **Qualifications**

- University degree in Accounting, Business or a related field combined with a professional accounting designation (CA, CGA or CMA) **is required** or already enrolled and working towards a designation
- 7 - 8 years related experience in a manufacturing environment

#### **Skills**

- Strong analytical and technical skills, including proficiency with Microsoft Office applications, ERP, Accpac/Misys a definite asset
- Experience with intercompany transactions and transacting with multi currencies
- Ability to work with minimal supervision and work effectively as part of a team
- Ability to exercise sound judgment, discretion, initiative and a high degree of confidentiality
- Ability to analyze problems, proactive resolution and proposal of solutions
- Ability to maintain strict deadlines for closing processes, project timelines therefore requiring flexibility, organization, speed, accuracy and attention to detail

Pacific Safety Products offers a competitive compensation and benefits package. To learn more, please visit us at [www.pacsafety.com](http://www.pacsafety.com).

To apply for this position, please forward a copy of your cover letter and resume to [hr@pacsafety.com](mailto:hr@pacsafety.com) **quoting the position title and file number.**

***Pacific Safety Products is an Equal Opportunity Employer***

We thank all applicants for their interest, however only qualified applicants will be contacted.

**...we bring everyday heroes home safely.**