



## SENIOR ACCOUNTANT

Our client, Farpoint Films Inc. is seeking a Senior Accountant to join their team. Farpoint Films is an award-winning film, television and digital media production company based in Winnipeg, Manitoba. They utilize in-house production and post-production facilities to hand-craft inspiring and creative storytelling

Reporting to the Director of Finance, the Senior Accountant is responsible for the full-cycle accounting for Farpoint Films and their associated businesses. They will work with accounting assistants and be cross trained with the production team. The Senior Accountant is responsible for the day-to-day financial activities of the organization including accounting, reporting, internal controls, audit and adherence to various regulations, financial planning, analysis, budgeting, forecasting and information systems.

This financial role will appeal to a confident professional with excellent interpersonal and communications skills and who enjoys being hands on and driving results.

### Key Responsibilities

- Weekly and monthly bank and line of credit reconciliations for Farpoint Films (FFI), Farpoint Distribution (FDI) and Refuge 31(R31) combined seven accounts, including monthly review and follow up on stale dated cheques
- Daily review of all bank accounts and credit cards
- Prepare weekly cash flow requirements based on accounts payable analysis for FFI, FDI and R31 and communication on cash flow needs with the Production Accountants to ensure adequate funding available to cover payables
- Manage all accounts receivable for FFI, FDI and R31 including preparation of invoices in accordance with contracts and following up on over due accounts in a timely and professional manner
- Manage accounts payable for FFI, FDI and R31 ensuring all payments are processed on time and accurately, and accrued liabilities are accurately calculated and accrued.
- Responsible for setting up all bill payments and managing vendor accounts
- Manage the rental payments, CAM charges, and other billing issues with respect of the office lease
- Monthly prepaid expense analysis and adjustments.
- Maintaining the prepaid asset continuity schedule, including calculating and recording the monthly expense
- Monthly capital asset analysis and adjustments
- Maintain the capital asset continuity schedule, including calculating and recording the monthly expense
- Monthly review of repairs and maintenance and small equipment purchases to ensure accurate coding
- Ongoing maintenance of the capital asset invoices
- Monthly reconciliations and accurate recording of all loan accounts for FFI and R31
- Maintain financial records for FFI, FDI and R31 on a monthly basis ensuring all balances are accurate, preparation of quarterly internal financial statements for review
- Review and oversight of the FFI and R31 credit card summaries prepared by the assistants for accuracy (12 credit cards)

- Maintain and review of all deferred development financing and expenses for productions in development ensuring these are coded accurately and balances transferred to the production entities when applicable
- Ongoing discussions regarding the viability of projects and write downs of costs and funding where applicable
- PST and GST filings for FFI, FDI and R31
- Prepare and file GST elections for FFI and R31 (closely held entities)
- Prepare and file GST returns for older film production entities (post-audit)
- Preparation of annual WCB reporting and estimates for FFI and R31
- Prepare and file T4A's for FFI, FDI and R31
- Monthly filing of HET accounts (about 15-16) per month
- Prepare and file annual HET return for the associated companies (FFI + all FFI productions)
- Manage the CRA accounts for FFI, FDI and R31
- Manage all CRA audits ensuring documents are sent within deadlines, when applicable
- Prepare and assist with the year end FFI non consolidated and consolidated review engagement financial statements, including preparing supporting documents, analysis and working papers
- Prepare and assist with the year end FDI and R31 compiled financial statements, including preparing supporting documents and working papers
- Maintain and track all sales contracts in FDI, ensuring that invoices are prepared on a timely basis in accordance with each contract
- Monthly intercompany reconciliations for FFI (currently 55 intercompany accounts), FDI (currently 36 intercompany accounts) and R31 (currently 16 intercompany accounts) including proactive problem solving on discrepancies
- Monthly reconciliations of all related party accounts receivable to the related accounts payable balances in the production entities
- Maintain and record new common share and preferred share investments in all production entities for FFI and R31
- Monthly filing of accounting records for FFI, FDI and R31
- Other projects as required

## Experience, Skills and Qualifications

We are seeking a candidate with a strong balance of education and relevant experience, ideally with 7-8 years in a similar position. While a formal accounting designation is not required, experience with relevant accounting courses is highly preferred due to our complex organizational structure. As a small team, we value flexibility and the ability to step in and assist where needed.

- Post-secondary education in accounting; accounting designation is not required
- Minimum of 7 to 8 years of financial accounting experience in a similar role
- Experience in the entertainment industry would be an asset
- Able to work independently and effectively in a team environment
- Strong problem solving skills
- Strong communication and organizational skills
- Strong analytical and critical thinking skills, detail oriented, and able to meet deadlines
- Strong computer and administrative skills

If you are interested in learning more about this exciting opportunity, please forward your resume to Kam Ketler at [Kam.Ketler@mnp.ca](mailto:Kam.Ketler@mnp.ca).