



## **ACCOUNTING MANAGER**

SASKATOON, SK

**\$80,000 to \$120,000**

### **ABOUT SASKATOON DISASTER SERVICES**

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Saskatoon Disaster Services (SDS) is a family-owned and operated, full-service property damage and disaster restoration company with over 30 years of experience. They provide industry-leading 24-hour emergency response services, including water and fire damage restoration, mold remediation, hazardous materials handling, and construction and reconstruction. SDS assists clients from the initial emergency call through insurance claims to the final restoration of homes and offices. They are renowned for their compassionate approach and commitment to helping clients recover from disasters.

### **ABOUT THE ROLE**

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Reporting to the owners of DKI Saskatoon Disaster Services, the newly created Accounting Manager position will be involved in leading a critical new stage of growth for the business. The Accounting Manager will collaborate closely with the owners assisting in providing financial insight, managing budgets, and ensuring the company's financial health. This role is intended to lead the current bookkeeping department and will also be responsible for the company's day to day accounting.

The ideal candidate will have a proven track record of leading and implanting complete financial records in a similar industry and be comfortable in a hands-on role. Where required, the Accounting Manager will strive to increase efficiencies, improve processes, and continuously enhance the operations of the accounting department, promoting continued and sustainable growth.

### **KEY RESPONSIBILITIES**

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- Lead and ensure all aspects of the accounting functions, including financial reporting, budgeting, forecasting and cash flow management
- Work closely with company ownership to provide financial analysis, business recommendations and strategic insights
- Ensure timely and accurate preparation of quarterly and annual financial statements
- Oversee project accounting and job cost tracking, ensuring alignment with budgets and forecasts
- Monitor the company's financial performance, including revenue expenses, profit margins, providing insights and recommendations
- Implement and maintain strong internal controls to safeguard assets
- Liaise with external auditors, banks and financial partners
- Support financial planning and analysis for key business decisions

- Ensure compliance with regulations and financial reporting standards
- Oversee and implement payroll, accounts payable / receivable and general ledger functions
- Continuously improve processes and financial systems for efficiency
- Manage remittances (GST, PST, WCB, CBSA, payroll)
- Process accounts receivable/ payable allocations and payments
- Reconcile bank statements and ensure transaction accuracy
- Provide cash flow and operating forecasts to ensure liquidity
- Ensure timely processing of expense reports and reimbursements
- Develop and document business processes and accounting policies

## SKILLS AND QUALIFICATIONS

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- Post-secondary education in Accounting, Finance or Business Administration
- Minimum of 3 years of experience, preferably in construction with project-based job costing experience
- Ability to provide clear financial guidance to company owners
- CPA Designation is an asset but not required
- Experience improving invoicing, payroll or PO systems
- Proficient in Microsoft office, QuickBooks or PSA
- Strong technical and analytical skills with attention to detail
- Proven track record in full cycle accounting operations
- Ability to multi-tasks with a hands-on approach
- Strong knowledge of Canadian tax regulations and accounting standards

Are you an honest and hard-working Senior Accountant, Accounting Manager, or Financial Controller looking for an opportunity to lead all aspects of accounting for a small business? Join Saskatoon Disaster Services and be part of a growing team with an exciting future. Take the initiative to implement the changes you envision and optimize the department with innovative processes. Saskatoon Disaster Services offers flexible hours to help you balance your professional and personal commitments. While this is a full-time role, hours can be discussed and modified to suit your needs.

If you have the demonstrated background required and want to learn more about this opportunity, please forward your resume to [fred.punter@mnp.ca](mailto:fred.punter@mnp.ca). Please submit your application through MNP's official process and avoid making speculative approaches to Saskatoon Disaster Services or its staff members, as such approaches will not support your application.

We appreciate the interest of all applicants, only those selected for interviews will be contacted. Please note that while our client offers flexible hours this in-office-based opportunity in Saskatoon, SK. Preference will be shown to candidates based locally within reasonable commuting distance.