



JUNIOR ACCOUNTANT

CAMPBELL RIVER, BC

\$60,000-\$65,000

On behalf of our client, Holbrook Dyson Logging (“HDL”), we are searching for a junior accountant to join their team! HDL is an award-winning logging company on Vancouver Island, BC that conducts falling, yarding, loading, hauling, road maintenance, roadside brushing, and road construction operations. HDL strives for and achieves a competitive advantage and a high measure of profitability while maintaining high-quality, efficient, and environmentally sound logging practices. They ensure the highest level of safe working conditions, to reduce the occurrence of time loss and maintain SAFE Certification with the BC Forest Safety Council. HDL also prides itself on creating and fostering high employee morale through positive labor relations.

Reporting to the CEO/CFO, the junior accountant will play a crucial role in supporting all aspects of daily financial activities, encompassing budgeting, forecasting and financial analysis. We are seeking a motivated candidate, actively pursuing their professional designation, eager for mentorship within the profession. This position serves as a pivotal component of the succession planning initiative, offering an opportunity for personal and professional development within the organization. As a hands-on role, it demands an individual ready to dive in, roll up their sleeves and actively learn and contribute to the day-to-day accounting operations.

RESPONSIBILITIES

- Assist with the accounting and finance department's day-to-day operations, including accounts payable, accounts receivable, general ledger, and payroll.
- Develop and maintain accounting policies and procedures for accuracy and compliance with financial regulations.
- Prepare and analyze financial statements, budgets, and forecasts, and provide reports to senior management for decision-making.
- Assist with maintaining the company's cash flow and banking relationships, including monitoring, and forecasting cash flow and ensuring adequate funding is available to meet business needs.
- In conjunction with the CFO, coordinate tax planning and compliance activities, including preparing and filing tax returns and ensuring compliance with all tax regulations.
- Participate in the development and implementation of financial policies and procedures to ensure effective financial management and control.
- Perform monthly general ledger account reconciliations and working papers for assets, liabilities, revenues, and expenses, including schedules for capital asset amortization/depreciation, work-in-progress inventory for logging operations, and prepaid insurance.
- Support the approval process for accounts payable invoices, account/equipment/job coding, and all payroll timecards, including ensuring all job and activity coding is reliable and accurate for labor of hourly employees and related equipment hours.

- Prepare and review monthly invoicing for hourly equipment usage and road formula work, intercompany/affiliate invoicing of labor/equipment usage, and monthly GST returns.
- Review and approve logging/road building pay statements prepared and submitted by licensees for contract work performed, and review AR aged trail balance monthly.
- Perform HDL salary payroll biweekly, review and approve all union benefits payments, and prepare and/or review LIMS and other third-party logging production reporting, schedules, and Excel pivot table summaries by day, month, year.
- Assist with the preparation of monthly and year-end financial statements.

SKILLS AND QUALIFICATIONS

- Minimum of 1-2 years of accounting experience, and currently pursuing their CPA.
- Demonstrated leadership background with the ability to communicate financial information and influence positive change.
- Proven ability to develop strong relationships based on trust and integrity.
- Ability to work well under pressure and meet set deadlines.
- Ability to recognize and communicate opportunities for efficiencies and implement new processes.
- Exceptional communication with strong verbal/written skills and a willingness to share information.
- Collaborative approach and the ability to work closely with the leadership team.
- Attention to detail in all areas of work.
- Strong problem-solving and analytical skills.
- Proficiency in Microsoft Excel and other accounting software.

This role will appeal to a results-oriented and self-motivated individual who is seeking to be part of a growing organization that is value-driven and collaborative. If you are someone who has demonstrated integrity while producing high-quality work and setting a positive culture for the organization, we want to share additional information about this growth and succession opportunity with you. Join HDL's team and become a part of their commitment to excellence in sustainable logging practices and employee satisfaction.

If you are interested in learning more about this exciting opportunity, kindly forward your resume to laise.sato@mnp.ca. We appreciate the interest of all applicants, and only those selected for interviews will be contacted. We'd like to ask all applicants to apply through the official process managed by MNP and to avoid speculative approaches to HDL. Conducting such an approach will not support your application.