



JOB POSTING

Position

Accounting Manager

Permanent full-time position

Work Site

Envirogreen Technologies Ltd.'s (ETL's) head office in Langley, B.C.

About Envirogreen Technologies

Envirogreen Technologies Ltd. (ETL) is an established waste management company, leading the way in the treatment of hazardous and non-hazardous waste. Our permitted hazardous waste treatment facility located outside of Princeton, B.C., utilizes thermal desorption technology to treat a wide range of industrial waste and contaminated soil.

The Opportunity

ETL is looking for an experienced Accounting Manager to join our team.

The Accounting Manager reports directly to the Company President and will oversee the financial operations of the organization, ensuring the accuracy of financial reporting, and compliance with accounting regulations. Responsibilities include reconciling account balances and bank statements, maintaining the general ledger and preparing month-end & year-end close procedures. As an Accounting Manager, you will ensure accuracy and effectiveness in all our accounting tasks.

A successful Accounting Manager combines excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts. The ideal candidate has experience collaborating with departments to support decision-making and managing a team of junior accounting staff.

Responsibilities

- Manage and oversee the daily operations of the accounting department, including Billing, A/R, A/P, GL, Cost Accounting, Inventory Accounting and Revenue Recognition.
- Supervise and coordinate the activities of junior accounting staff (A/R, A/P, Procurement) to ensure efficient workflow, adherence to deadlines and timely processing and collection of payments.
- Train and mentor junior accounting staff, fostering a collaborative team environment.
- Complete monthly reconciliations (A/R, A/P, bank, debt, and capital asset reconciliations).
- Assist in the management of inventory controls and financial aspects of inventory management.
- Provide backup coverage for payroll as required.

- Manage the month-end and year-end close process.
- Establish and maintain fiscal files and records to document transactions.
- Manage and comply with local, state, and federal government reporting requirements and tax filings.
- Oversee the budgeting process by coordinating with department heads to develop and monitor budgets effectively.
- Prepare revenue and expenditure actual vs. budget variance analysis.
- Manage the preparation and analysis of financial statements, ensuring compliance with relevant regulations and standards.
- Coordinate with external auditors to complete the annual year-end financial review and tax returns and ensure timely resolution of any issues raised.
- Establish and enforce proper accounting methods, policies and principles to enhance operational efficiency and accuracy.
- Conduct regular audits and reviews of financial data and processes to identify discrepancies and implement corrective measures.
- Review and recommend modifications to accounting systems and procedures.

Requirements and Skills

- Proven experience as an Accounting Manager or Accounting Supervisor and ability to direct and supervise three (3) junior accounting staff.
- Proven knowledge of Generally Accepted Accounting Principles (GAAP) and financial regulations.
- Experience with general ledger functions and the month-end/year-end close process.
- Experience with producing and analyzing financial accounting statements.
- Experience with foreign currency transactions accounting. (USD to CDN)
- High attention to detail and accuracy in financial reporting and compliance.
- Aptitude for numbers and quantitative skills and ability to manipulate large amounts of data.
- Effective communication skills, both written and verbal.
- Hands-on experience with accounting software packages. Experience with an ERP system highly preferred.
- Advanced MS Excel skills including Vlookups and pivot tables.



- Bachelor's degree in accounting, Finance or relevant; CPA certification preferred.

What We Offer

Annual Salary of \$90,000 to \$120,000

ETL has a competitive compensation plan including production bonuses, health benefit package, group retirement savings program, onsite and offsite training, and PPE allowance.

(Please note, the wage range mentioned in this job posting should serve as a guide. The final compensation offered may vary based on a variety of factors including bonuses and/or incentives, or a candidate's skills and experience. Envirogreen Technologies Ltd. is committed to providing a fair, equitable, and competitive rewards package that reflects the value an individual brings to our organization.)

Envirogreen Technologies Ltd. is an equal opportunity employer, and we do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status.

Work Conditions

- Primarily a desk job, requiring long hours of sitting/standing and screen time.

Qualified applicants to send resume to Envirogreen Technologies Ltd. at:

careers@envirogreentech.com and visit www.envirogreentech.com for more information about the Company.