

Job Title:	Accountant	Date Posted:	January 13 th , 2021
Salary:	Will be determined based on experience	Position Type:	Full-time, permanent, salary
Applications Accepted By:	Email: lbaker@agadabio.com Subject Line: Accountant Application		
Roles and Responsibilities <ul style="list-style-type: none"> • Accounting journal entries using Sage50 • Accounts payable • Accounts receivable • Account reconciliation • Prepare monthly and quarterly financial statements • Manage commercial bank accounts and cash flow • Maintain hardcopy accounting files • Prepare quarterly GST/HST filings • Prepare accounting files and other required documentation for annual income tax filing • Prepare annual SRED claims • Investigate international tax concerns • Manage dividend and withholding payments • Prepare regular financial forecasts • Manage payroll (~30 employees) • Host monthly financial update meetings • Work with executive team on pricing strategy and determining overhead rates • Continual financial and accounting support for executive team and staff • Perform financial feasibility analyses to support executive decision making (major asset purchases and building developments) • Provide financial documentation as requested to support insurance, purchase orders, vendor qualification or other Preferred Skills <ul style="list-style-type: none"> • High degree of accuracy and attention to detail • Excellent client service, interpersonal, verbal, and communication skills • Ability to handle a demanding work load with limited direct supervision • Ability to act responsibly and ethically when working with sensitive financial information, whether for the company or its employees • Demonstrated ability to be proactive, highly organized, and capable of multi-tasking Qualifications and Education <ul style="list-style-type: none"> • Bachelors degree in accounting or finance • Proficiency in Microsoft Office • Accounting or finance experience is an asset • Experience using accounting software is an asset 			
Closing date:	End of day, January 27 th , 2021		