



QAI Job Number: QAI-ACCTG-CORP-01
JOB TITLE: Intermediate/Senior Accountant
LOCATION: Burnaby, BC, Canada
NUMBER OF POSITIONS: 1
CATEGORY: Accounting
POSTING DATE: Immediate
CLOSING DATE: OPEN UNTIL FILLED

BACKGROUND:

QAI laboratories is a testing, inspection and certification organization providing services to manufacturers of Electrical Products, Building Products, Vehicles, and Factory Built Structures. As the QAI name and logo gain recognition throughout the Certification world, our business continues to expand. Presently, we are in need of an Intermediate/Senior Accountant to support that expansion.

QAI is currently looking for applicants to fulfill the following tasks:

DUTIES: Under the direction of the Controller, successful candidate will perform, but not limited to, the following duties:

Intermediate / Senior Accountant:

- Ensures that the local information in the QAI accounting software is kept current
- Prepares / Issues monthly Adjustments and Financial Statements
- Assists / Prepares yearly Adjustments and Financial Statements
- Reconciles bank and credit card statements
- Ensures the local information in the "Current Customer Database" is current
- Ensures compliance of Accounting Policies & Procedures are followed
- Be the Controller's deputy for supervising finance issues as the Administrative Facilitator
- Maintains accounting database up-to-date
- Updates / Maintains chart of accounts
- Works with Division Managers / Location Managers on discrepancies on Financial Reporting
- Assists in developing and implementing accounting policies and procedures
- Identify and resolve accounting issues
- Supervise controls for accounting procedures and systems
- Responsible for recruiting training accounting team
- Maintain office service by organizing office operations and procedures; controlling correspondence, designing filing systems, reviewing supply requisitions for indirect purchases for office, assigning and monitoring clerical functions.

QUALIFICATIONS: The successful candidate will:

- Must have an Accounting degree and 5+ years' experience in accounting
- Advanced knowledge of QuickBooks Enterprise and Excel
- Ability to function as a team player

Key Technical Competence:

- Working knowledge of finance, accounting, budgeting, and cost control principles.
- Knowledge of automated financial and accounting reporting systems.
- Ability to analyze financial data and prepare financial reports, statements, and projections.



- Ability to process written information into an automated accounting system in a timely manner.
- Ability to identify deadlines and requirements and self-motivated to meet these requirements.

APPLYING:

QAI Laboratories offers a generous compensation and benefits package including base salary, medical, dental, RRSP matching, etc.

Interested candidates should submit their cover letter and resume to Margrette Dobre via email at hr@qai.org (ctrl+click). Please indicate the QAI Job number in the subject line of the email and in the subject line of your email.

Note: Applications will only be accepted when emailed in MS Word or PDF format, and must have a job-specific cover letter. Please be sure to include the QAI job number in the subject line.
Equal Opportunity Employer

QAI Laboratories is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability or protected veteran status. We are committed to providing a workplace free of any discrimination or harassment.
