



## **ACCOUNTANT**

Zavida's best resource is its' people! Our staff are more than just employees – they are family.

By joining the Zavida family, you will be offered a workplace culture second to none; an environment that celebrates and promotes an entrepreneurial spirit, corporate community and employee individualism. We value hard work, passion and out of the box thinking.

### **POSITION SUMMARY**

Working under moderate supervision, the Accountant will be responsible for assisting the Controller with mid-level accounting and finance functions and projects.

### **RESPONSIBILITIES AND DUTIES**

- Perform the daily general accounting functions for Manufacturing and Retail (general ledger, accounts payable, accounts receivable, cash flow, costing, inventory, fixed assets, taxes, etc.).
- Calculate product costs including direct labour and overhead.
- Provide support for sales/upper management on product costings for new or proposed sales opportunities.
- Prepare and update a variety of cost statements and reports.
- Assist Controller with the following:
  - Capital assets cost analysis and prepare monthly depreciation entries as needed.
  - Preparing and analysis of monthly financial statements.
  - Analyzing data required to calculate commissions.
  - Coordinating and managing the year-end audit.
  - Budget review and preparation.
  - Payroll review and preparation.
- Liaise with regulatory officials, banks, lawyers, consultants and auditors.
- Keep track of foreign exchange requirement and purchases.
- Participate in other special projects deemed necessary.
- Assist Accounts Receivable and Accounts Payable as needed, including reconciliation of vendor statements and payment processing.

- Assist with accounting related to the retail café operations.
- All other duties as assigned.

## QUALIFICATIONS

- Completion of post-secondary degree or diploma in business accounting.
- 2-4 years' accounting experience within the manufacturing sector is required (end-to-end manufacturing preferred).
- Accounting within the retail industry preferred.
- Strong acumen of manufacturing accounting principles and cost accounting.
- Working towards Accounting Designation.
- Proficient with ERP systems (NAVISION 2017 preferred).
- Proficient in MS Office: Outlook, Word, Excel and Internet Explorer.
- Able to maintain confidentiality and handle sensitive material.
- Excellent organizational and interpersonal skills.
- Good judgment and professionalism.
- Ability to relate and work with various internal departments.
- Able to handle multiple deadlines.
- Friendly and customer focused attitude.
- Excellent verbal and written communications skills.
- Ability to work well within a team and independently.

Interested candidates email both resume and salary expectations to:

[karen.maynard@zavida.com](mailto:karen.maynard@zavida.com)

[www.zavida.com](http://www.zavida.com)

**Equal Employment Opportunity:** Zavida is an equal opportunity employer who recognizes the value of every individual's contribution to the success of our team, clients, employees and community. We are committed to equal employment opportunities in our recruiting, hiring, employee development and promotion practices.

**Accessibility for Applicants with Disabilities:** Zavida is committed to providing accommodations throughout the recruitment and selection process to applicants with disabilities, in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, and the *Ontario Human Rights Code*. To request a reasonable accommodation, please email [karen.maynard@zavida.com](mailto:karen.maynard@zavida.com) or call 905-738-0103 ext. 249. Please provide your name, preferred contact method, and a detailed description of the nature of any accommodation that you may require. Please include any materials or processes that may be used to ensure your equal participation.