

Senior Accountant

ABOUT PURE LIFE CARBON

Pure Life Carbon was formed with the mission to increase crop yields, grow cleaner and healthier foods, and to make the agriculture industry more sustainable. We have done so by developing a line of environmentally beneficial products for use in horticulture, open field agriculture, turf management, landscaping, and livestock feed.

Pure Life Carbon is an environmentally responsible company that focuses on providing renewable and sustainable solutions that meet the world's growing need for agricultural advancements and productivity. We are among a high-performing group of global innovators and visionaries working to feed the world of tomorrow.

We have an immediate opening for a **Senior Accountant**. This position is based remotely in Alberta and must be able to travel to Red Deer and Calgary. Pure Life Carbon offers an attractive competitive salary and benefits package.

THE POSITION

The Senior Accountant reports to the Controller and is responsible for accounting, financial management, and reporting. The successful candidate will have a demonstrated track record for proactively serving and supporting business operations management. The Senior Accountant will have regular interaction with the Company's Senior Leadership which demands strong interpersonal communication skills, both written and verbal. The Senior Accountant plays a key role working with the Controller, external finance, and income tax advisors to achieve more efficient finance oversight and to recommend and implement changes to accounting processes and practices as required.

RESPONSIBILITIES

- Assist with development and maintenance of the accounting policies, practices, and procedures
- Obtain and maintain thorough understanding of the financial system
- Ensure that accounting records and reports are maintained on an accurate and timely basis
- Oversee Accounts Payable
- Oversee client invoicing accurately and on time
- Monitor and ensure the timely collection of outstanding accounts receivable
- Prepare and submit monthly GST/HST returns on a timely and accurate basis
- Prepare financial reporting as required
- Manage cash position and operating facility
- Complete the monthly general ledger to ensure accuracy of financial reporting
- Ensure an accurate and timely monthly year-end close
- Respond to inquiries from the Controller, members of the executive team, and others regarding financial project results and special reporting requirements
- Monitor and analyze workflow of financial and project records and controls to develop more efficient procedures and use of resources while maintaining a high level of accuracy. Assist in development and implementation of enhanced processes
- Provide training for ERP software to new and existing staff as needed
- Support operations and other functions in the review and analysis of budgets versus actuals for on-going projects
- Support the Controller, members of the executive and senior management with special projects, analysis of business results and opportunities, workflow process improvements and other duties as requested



REQUIRED EDUCATION, SKILLS, AND EXPERIENCE

- Undergraduate Degree with an emphasis in accounting
- CPA accounting designation
- 6 to 7 years of supervisory and financial reporting/general ledger, forecasting and budget experience
- In-depth knowledge and experience with a variety of accounting systems including system evaluation and implementation
- Proficient with Microsoft Office Suite
- Strong verbal and written communication skills
- Proven strengths in developing and maintaining strong staff relationships
- Excellent critical thinking, problem-solving and collaboration skills
- Unquestionable attention to detail, time management and organization skills
- Able to work under pressure and meet deadlines as required

Pure Life Carbon is committed to employment equity and encourages applications from all qualified individuals. We sincerely appreciate your interest in this opportunity and thank you for responding. Pure Life Carbon will only contact those candidates being considered for an interview. By submitting your resume, you agree to Pure Life Carbon sharing your information with representatives of the organization responsible for the hiring process. Pure Life Carbon will keep your resume on file and protect your personal information in accordance with governing privacy legislation.