



Fine Choice Foods Ltd. specializes in the manufacturing of Asian-themed foods such as: spring rolls, dumplings, samosas, and sauces. For over 32 years, we have been supplying retail & food service providers across Canada and the US. For more information, please visit our website at: www.finechoicefoods.com

Position: Senior Accountant

Reporting to the Controller, this position will be responsible for full cycle accounting for the organization that includes preparing monthly financial statements, management reporting package and account schedules in a timely manner with accuracy. The Senior Accountant will also assist in preparing the annual budget and forecast; and working papers for the annual financial audit. In addition, this position will also assist with annual operational audits.

This role will be an integral part of the finance team. This is a hands-on role ensuring the reporting deadlines are strictly followed. The Senior Accountant will not only work closely with the Controller and other staff members of the finance team, but also with other departments of the organization.

Primary Responsibilities:

- Full cycle accounting includes performing the month end closing procedures in a timely manner with accuracy and preparing the monthly financial statements, management reporting package, as well as variance analysis
- Perform all account reconciliations and prepare account schedules (lead sheets) on a monthly basis. This includes A/R, A/P and inventory subledger reconciliations to control accounts
- Prepare all month end broker commission and marketing accrual calculations, related journal entries and post them in the accounting system upon approval by the Controller
- Assist with annual budgeting and forecasting
- Assist with annual year end engagements including: financial audit & corporate tax return working papers and supporting schedules
- Assist with annual operational audits
- Assist with any ad-hoc projects assigned by the Controller
- Liaison with many contacts from various departments on accounting related issues

Skills and specifications:

- Accounting designation required (CA, CGA, or CMA)
- A minimum of 4 years of full cycle accounting experience preferably in a manufacturing environment
- This is a hands-on role requiring a highly motivated person with a sense of urgency that is able to handle a high volume of work with accuracy in a fast-changing environment
- Ability to be an independent thinker and find solutions to problems



- Efficient, organizational, and analytical; ability to work independently as well as work successfully in a team environment
- Strong communication skills and collaborative problem-solving approach
- Proficient in MS Office products, intermediate to advanced excel skills & familiar with ERP/MRP Accounting Systems

Location: 23011 Fraserwood Way Richmond, BC

Fine Choice Foods offers a competitive salary and a comprehensive benefits program (extended health & dental, MSP, RRSP matching program, performance bonus). Interested applicants are to include a resume, cover letter, and salary expectations directly via email to jobs@finechoicefoods.com.

Application deadline: January 21st, 2019.

Fine Choice Foods is an equal opportunity employer that embraces diversity in the workplace and encourages applications from qualified women, men, visible minorities, aboriginal peoples, and persons with disabilities.

We thank all applicants for their application, but only those selected for interviews will be contacted by email. No phone calls please.