

## **Accountant/Bookkeeper**

As part of our continued expansion we are seeking an Accountant/Bookkeeper to join our growing team on a permanent basis located in Canada.

Working under the guidance of the Group Financial Controller, the Accountant will have primary responsibility for delivering accurate and timely financial accounting for entities within the Group, including those registered in Canada. The role includes ownership of day-to-day bookkeeping, GST/HST compliance, management of accounts payable/receivable workflows, month end close responsibilities, and maintenance of accurate financial records within the accounting system. The role will also support administrative and operational finance processes to ensure a smooth and compliant financial environment.

### **The Role**

#### **You will be responsible for:**

- Key processing include:
  - Posting of bank and credit card transactions and reconciliations
  - Processing of purchase invoices and expenses to include, coding, matching against purchase orders, obtaining of relevant approvals and authorizations for payment
  - Posting and reconciliation of payroll related costs
- Reviewing and analysis accounts payable and receivable aged reports, working alongside wider finance teams to ensure cash is managed, reconciling items cleared and aged balances addressed.
- Assisting in production of month-end and year-end financial statements with quality supporting documentation.
- Production of reports and other analysis as required by management and support external audit process.
- Assist in the preparation, reconciliation, and filing of GST/HST returns for relevant provinces.
- Providing direct support to Manager and Director of Finance where required, and assist with administrative tasks as required.

#### **Knowledge, Skills, Qualifications & Experience Required:**

- Minimum of 3 years end to end bookkeeping or accountant role, including in Canadian GST/HST compliance and reporting
- Experience of accounting software packages (knowledge of Quickbooks and Sage Intacct would be valuable but not required), with proven ability to learn new software packages.
- Excellent knowledge of Microsoft Office products, primarily Excel (Pivot tables, V lookup, etc.)

- Good organizational skills with strong ability to multi-task and keen attention to detail with large data sets.
- Plans and prioritizes work effectively and ensures deadlines are met and communicates effectively when there is an issue preventing a deadline from being met.
- Proactive approach to issue resolution and follow up.
- Must be able to speak and write English fluently with excellent communication skills.
- French language skills are an asset.
- Must be a self-starter with the ability to work on own initiative and as part of a team.

## **Our Company**

We're an independent, international business on a mission to discover and deliver innovative technologies to enhance our market-leading connectivity, data center, cloud and cybersecurity solutions.

Our USP is having a world-class global network and reputation to match. Our agility continues to be the key to our success in being a big player in the technology sector, supported by our bespoke, personalized and exceptional customer service. We constantly achieve ambitious goals by delivering cutting-edge solutions that give us, and our clients, a competitive lead. Right now, we have data centers and points of presence in more than 60 locations across the globe, with additional locations being added monthly.

Established over 20 years ago by visionary entrepreneurs with a passion for boutique customer service, these values continue to drive Continent 8 today. We have a solid foundation, a stellar back story, and an even brighter future.