



Rebuilt. In Stock. Ready to Ship.

12865 Katonien St.
Maple Ridge, BC
V2W 0J2

PH 604.882.0077

WWW.BRIKERS.COM

POSITION: ACCOUNTANT

ABOUT BRIKERS

We're fixers - we've been rebuilding heavy equipment components for over 20 years. We dismantle whole equipment such as excavators, wheel loaders and rock trucks on site, rebuild the components to their original specifications, and test them on our in-house test bench. We take pride in what we rebuild, but most importantly, we value our people. We encourage continuous improvement and recognize and reward those for exceptional performance. We're managing our rapid growth and looking to expand, which is why we're looking for you!

POSITION SUMMARY

Brikers is seeking an Accountant for maintaining, supporting and continue to develop the financial operation for the company as it continues to expand and grow. The accountant will be responsible for the accuracy and timeliness of the accounting and reporting function to support the growth plans of Brikers. They will assist the executive team in providing efficient and prudent oversight on company capital resources, budgeting, reporting, projections, and strategy. They will also be accountable for assisting the development of the Finance Department.

RESPONSIBILITIES

- Establish and implement policies and procedures.
- Assign, co-ordinate and review projects and programs.
- Monitor financial control systems.
- Oversee the collection and analysis of financial data.
- Oversee the preparation of reports.
- Advise senior management.
- Plan, organize, direct, control and evaluate daily operations.
- Key resource person for the accounting team
- Compile data, statistics, metrics, and other information to help with corporate planning, targeting, budgeting, and goal attainment.
- Assist the Controller by overseeing accounting, billing, collections, payroll, and financial reporting functions.
- Review accounts payable and accounts receivable.
- Provide back up for Controller as required.
- Calculates and prepares cheques for payroll, utilities, taxes, and other bills.
- Maintains and balances various accounts using QuickBooks.
- Completes and submits tax remittance forms, workers' compensation forms, and other related government documents.
- Assist the Controller oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives.
- Reconcile monthly inter-company transactions to ensure proper accounting treatment.
- Create and monitor cash flows within the company.
- Supports the Controller to ensure an alignment of the finance strategy with Finance operations and execution.
- ADHOC requests, reports, and company projects at the direction of the Controller
- Demonstrates daily effective use of Monday.com including updating projects and tasks as well as KPI Boards (including reporting to COO once per week)

ADDITIONAL DUTIES

- Ensure procedures are in place for AP and AR to do their jobs successfully.
- Review/Manage reconciliation of banks/credit cards.
- Delegate tasks between AP/AR to ensure posting done on a timely manner (Support when needed)
- Vendors pay run, creating working papers and issuing payments.
- Entering ACH information for vendors and keeping current payment type spreadsheet





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- Daily bank deposits
- Assist with AR follow ups that are needed.
- Communicate with departments on each other's needs/issues.
- Month end procedures/reconciliations
- Ensure balance sheet accounts are accurate and understood.
- Weekly Cash flows
- Payroll
- Payroll worksheet
- Entering timesheets into QB
- Processing payroll into QB and posting into HSBC.
- Filing & Paying Source deductions
- Reconciling intra company balances
- Ensuring benefits match employees records
- Filing and paying of GST/PST monthly
- Monthly COGS QB vs Intranet comparison workbook
- Quarterly WCB/EHT filing/payments.
- Employee T4 reconciliation and filing.
- Prepare monthly corporate tax installments.

REQUIREMENTS

- 5+ years working experience in a dedicated accounting role.
- Undergraduate degree and accounting designation (CPA, CA, CMA, CGA)
- Specialized knowledge of accounting and bookkeeping (ability to use accounting software, Microsoft Office Suite)
- Thorough working knowledge of accounting standards for private enterprises
- Proficient written and spoken communication skills.
- Strong analytical, organizational, and problem-solving skills to drive strategic data interpretation.
- Ability to multitask, meet deadlines and work effectively in a fast-paced environment.
- Extremely well organized and accurate, with superb attention to detail
- Professional, personable, and conscientious

BRIKERS provides competitive compensation packages as well as an excellent opportunity to grow in a dynamic environment. We thank all applicants for their interest; however only those selected for further consideration will be contacted.

