

**Job title:** ACCOUNTING MANAGER

**Department:** ACCOUNTING

**Reports to:** Chief Financial Officer

**Job purpose:** To manage TENAQUIP's accounting department and assist the Chief Financial Officer with any company accounting practices necessary.

**Responsibilities:**

- Manage accounting staff of 18 (payables, receivables, and collections).
- Ensuring accurate and timely reporting of financial results.
- Manage budget process and propose improvements to process.
- Assist in the audit process.
- Preparation and analysis of financial reports prepare and enter journal entries.

You may be required to carry out other duties, as are within your capabilities and level of responsibility, in order to meet the needs of the business.

**Qualifications:**

- University degree in accountancy
- CMA, CGA, and/or CA designation preferred
- 5 – 10 years of management / supervisory experience is required
- Strong interpersonal and people management skills
- Excellent analytical skills
- Fluently bilingual
- Proficiency in Microsoft products (Excel, Word, Access, & Outlook)
- Other financial-related software experience an asset (JDE, SAP, Accpac, or SxEnterprise)
- Knowledge of all aspects of accounting principles generally accepted in Canada (GAAP).

**Salary:** Based on qualifications and level of experience.