

JOB DESCRIPTION

Job Title: Senior Accountant – Brockville

Department: Finance

Reports To: Segment Manufacturing Controller or FP&A Director

Status: Exempt

Date Issued: October 2022

SUMMARY:

Responsible to oversee the management of various financial functions including but not limited to account reconciliations and assistance with preparing consolidated financials, budget, forecasting, M&A, implementations, and general accounting duties. Responsible for senior level oversight of GL reconciliations of the company's financial reports. Mentors' other accountants by providing training and guidance on Newterra's accounting standards and protocols.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs senior level accounting duties for general cost accounting and other related duties in the accounting department.
2. Assist in the monthly closing process, including but not limited to GL research and balance sheet reconciliations.
3. Assist in FP&A monthly reporting.
4. Maintain various standard weekly reports.
5. Assist in reconciling and reviewing on hand inventories for obsolescence.
6. Assist in the review of CIP and fixed asset additions/disposals.
7. Provides outside auditors with assistance; gathers necessary accounting information and documents to perform annual audit.
8. Actively mentoring and train current and future employees.
9. Assist with mergers and acquisitions as needed.
10. Serve as a backup for Accounts Receivable, Accounts Payable, and Collections.
11. Other ad hoc reporting and duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Aids leadership in ensuring adherence to Newterra's internal control policies.
- Responsible for performing duties in a safe manner and promoting safety to others in accordance with Newterra's safety policies and procedures. This includes reporting all safety concerns, near-misses and incidents to their manager.
- Adhere to the company processes as detailed in Newterra's online systems and programs and bring forward ideas for continuous improvement.
- Responsible for completing all assigned training applicable to your position in the applicable timeframe.

The information listed above is not comprehensive of all duties/responsibilities performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

- Complete all responsibilities while ensuring adherence to Newterra's Delegation of Authority.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting/finance or another related field.
- Minimum 3-5 years of experience in management of accounting, preferably in a manufacturing or water utilities environment.
- Experience with various ERP software's would be considered an asset
- Proficient in Microsoft Office to include Word, Excel, PowerPoint, and Outlook.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Expert knowledge of general financial accounting and cost accounting.
- Knowledge of standard manufacturing costing analysis.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with accounting software.
- Organization skills, and ability to effectively adaptive to change.
- Effective time management skills.
- Ability to work collaboratively with others to achieve a common goal.
- Ability to work independently.
- Good written and oral communication skills with a high level of attention to details.
- Self-motivated with a positive attitude.
- Excellent problem-solving skills.

PHYSICAL DEMANDS:

Regularly required to sit for prolonged periods; frequently required to stand, walk, and use business equipment daily such as a computer, copier, telephone, etc.; occasionally required to reach overhead, bend, and lift objects of up to 15 lbs. Complex communication, thinking, and analysis required.

WORK ENVIRONMENT

Generally, works in an office environment. The noise level in the work environment is usually low. However, may be required to visit production sites and exposed to outdoor or manufacturing elements.

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