



Intermediate Accountant (Permanent Full-Time)

The Tlichco Investment Corporation (TIC) is searching for a motivated and skilled professional to join our team. Reporting to the Chief Finance Officer, the Intermediate Accountant is responsible for providing a range of accounting and financial analysis support to the TIC and its subsidiaries.

Responsibilities:

- Handling the full-cycle accounting, including month-end tasks;
- Processing full-cycle payroll including follow-up and year-end payroll requirements (garnishments, payroll tax, T4 preparation, CRA remittances, WCB, WSCC, etc.);
- Reconciling and maintaining customer accounts between Accounting System and Operation System;
- Overseeing bank statements and credit card reconciliation;
- Providing back-up to Accounts Receivable/Payable;
- Managing the monthly financial statement meeting with management, and conducting variance analysis;
- Assisting with various audits (include Year-End Audit starting May) and other ad-hoc reporting tasks.

Requirements:

- Intermediate level CPA student (PEP level) or above
- 1-3 years of working experience in full-cycle accounting
- At least 1 year of working experience with payroll an asset
- Working knowledge of QuickBooks, Excel an asset
- Ability to work effectively as a team member, as well as independently;
- Strong administrative, time management and organizational skills;
- Strong interpersonal and communication skills;
- Experience working in a multi-cultural, diverse environment demonstrating cultural awareness and sensitivity;
- Ability to speak the Tlichco language considered an asset.

If you have these qualifications, and are looking to work with a talented group of individuals, please forward your resume no later than February 08, 2019 **referencing Job #02.09.19** to:

Email: career@tlichco.com Fax: 867-920-7328

Please note that only candidates chosen for interviews will be contacted. No phone calls please.