

As a member of the Shared Service Finance team at Semex, dedicated to support EastGen, the **General Accountant** reporting to the Finance Manager supports the completion of month-end activities, financial statement preparation and review, and assists with budget preparation. This position also assists in testing and implementation of a new ERP system. **This is a contract position for 18 months with possible extension.**

Key Responsibilities

- Month-end duties including journal entries and account reconciliations
- Produce monthly financial reports
- Provide sound financial analytics to support sales and business decision-making
- Process and Support AR and AP during testing and implementation phases for ERP change
- Provide project support – related to AX implementation
- Assist with mid-year and annual budget process
- Provide support throughout the year-end and annual audit process as required.

Qualifications

- Bachelors or College Degree in Business or a related field.
- Hold or nearing completion of CPA designation.
- Thorough understanding of full-cycle accounting and process workflow through an organization
- 3-5 years of relevant experience
- Experience in any of the following ERP systems; AX, NAV, SAP, etc. would be an asset
- Experience with Oracle would be an asset
- Advanced skills in Microsoft Excel required.
- Intermediate skills in SharePoint, MSWord, PowerPoint, Outlook, and Teams.
- Industry experience an asset.

In accordance with EastGen's COVID-19 Vaccination policy, new employees are required to be fully vaccinated, (valid medical or Ontario Human Rights Code exemptions permitted), against COVID-19 as a condition of employment.

EastGen encourages people with disabilities to apply for open positions. Accommodations will be available upon request for candidates participating in the various stages of the recruitment process. Please contact: careers@eastgen.ca.

To apply, please forward your resume to careers@eastgen.ca no later than January 31, 2022.

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