


CARO Analytical Services is an employee-owned environmental and food laboratory that provides professional analytical testing services to public and private clients throughout Western Canada. Whether supporting a client cleaning up a contaminated site, providing water quality data to ensure Canadians have access to clean water, or supporting the government in testing our food source for potential pesticide exceedances, CARO provides the data essential to the success of these programs. CARO also happens to have a pretty awesome corporate culture thanks to a great team of employees who take their jobs seriously, but not themselves: We are charismatic scientists, driven to make the world safer and healthier.

DESCRIPTION: Accounting & Payroll Manager – Richmond, BC

The Accounting & Payroll Manager will oversee the day-to-day management of the accounting team including accounts receivable, accounts payable and payroll. They will lead and manage this team, resolve issues, provide guidance, and review all aspects of the accounting operations. As an Accounting & Payroll Manager, your main responsibilities include:

- Manage the accounting team, providing guidance and mentorship to team members.
- Prepare month-end and year-end journal entries and review working papers.
- Responsible for various compliance reporting and remittances including WCB, PST and Employer Health Tax.
- Review and approve payroll for accuracy and ensure compliance with the applicable employment standards.
- Responsible for payroll administration and coordinate with HR and managers for timesheet accuracy.
- Responsible for CRA payroll remittances, record of employment and pension plan remittances.
- Manage the annual budgeting process with various stakeholders to ensure timelines are met.
- Oversee year-end review and preparation of working papers.
- Implement best practices as needed and be in compliance with ASPE requirements.
- Special projects as required.

QUALIFICATIONS:

- Bachelor's degree in accounting or finance.
 - 5+ years of progressive accounting experience with at least 3 years' experience leading a team.
 - Canadian CPA designation (CPA, CGA, CMA or CA).
 - Effective leadership, coaching and mentoring capabilities leading a high performing accounting team.
 - Strong integrity, professionalism, and work ethic.
 - Excellent communication and interpersonal skills.
 - Strong analytical and critical-thinking skills.
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- Detail oriented with the ability to identify errors and propose corrections.
 - Self-motivated with initiative to continually improve.
 - Advanced skills with Microsoft Excel
 - Knowledge of Sage 300 ERP or experience with ERP systems.

CARO Analytical Services offers attractive potential for career advancement, with competitive remuneration and benefits. If you aspire a career with a thriving, fast-paced and growing company with top quality people, consider CARO.

Please email your resume to hr@caro.ca and put "Accounting" in the subject line.