

CARO Analytical Services is an employee-owned environmental, food and cannabis 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: Accountant – A/P – Richmond, BC

This role is primarily responsible for full-cycle Accounts Payable duties from invoice matching and processing to payment processing. The accountant duties relate to producing month-end internal financial statements and KPI's to the Client Service team and is also responsible for completing month-end and year-end working papers as assigned. This position would also be responsible for Payroll processing. There would be involvement in annual budgets.

Job Responsibilities:

- Validating vendor invoices against internal purchase orders
- Processing vendor invoices
- Issuing cheque payments
- Following up on vendor's inquiries and checking vendor statements
- Reconciling customer credit card payments
- Monthly GST reporting & remittance
- Monthly Financial Reporting and analysis for team leads
- Responsible for select month-end and year-end working papers
- Assist with various payroll duties including Sage employee updates.
- Prepare semi-monthly payroll including data validation
- T4 and payroll remittance reconciliations including calculation of Standby and Operating Costs
- Assist with annual budgets at either a departmental level or divisional level
- Cross-training with other team members as necessary.
- Filing and other general administrative duties as required

QUALIFICATIONS:

- Post-secondary training in Accounting/Finance
- At least 3 years of accounting related experience
- Detail-oriented and accurate data entry skills
- Exceptionally friendly interpersonal and communications skills with clients and staff
- Ability to work in a high-energy environment and handle multiple tasks and deadlines
- Knowledge of Sage 300 ERP or experience with ERP systems
- Self-motivated with initiative to continually improve
- Good analysis and critical-thinking skills

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

