



## Staff Accountant/Bookkeeper

Location: Annacis Island, Delta BC

TransCold Services Ltd. is a commercial/industrial refrigeration contractor offering best-in-class commercial, industrial and marine refrigeration solutions. Headquartered in Annacis Island, Delta, BC, the company is proud to have the best government certified refrigeration and electrical professionals on their team.

With over 200 employees, TransCold is growing rapidly and looking for talents. We are seeking a full time Staff Accountant/Bookkeeper to join our team in Delta. The appointee will report to the Senior Service Manager and will be responsible for the following:

- Accounts Receivable
  - Coordinate with the Senior Service Manager and Technicians to ensure job orders and related invoices are accounted for
  - Review invoices and investigate related issues
  - Reconcile accounts
  - Ensure accuracy of invoices
  - Communicate with customer's representative re AR/collection matters
- Accounts Payable
  - Review invoices, code and post accordingly
  - Generate routine reports for month-end close procedures
- Preparing monthly bank account reconciliations
- Preparation of financial statements and on-going financial reports requested by management
- Administration of payroll including: payroll processing, issuing ROEs and T-4s, government remittances, payroll reconciliation and year end procedures.

### What you will bring to this role

- A diploma or degree in Accounting or Finance
- 3-5 years of full cycle accounting experience; payroll experience is an asset
- CPA designation or enrolment in the CPA program is an asset
- Proficient in the use of QuickBooks
- Intermediate to advanced Excel skills and other Microsoft Office applications
- High Level of accuracy and attention to detail
- Strong data entry and numeric typing speed
- Strong organizational skills and able to handle a variety of complex tasks
- Strong communication skills and capable of communicating effectively with all levels in the organization and customer groups
- Self starter and can work in a team and independently

### **How to apply**

To be considered for the above opportunity, we invite you to send a cover letter and an up-to-date resume to [info@transcold.com](mailto:info@transcold.com).

We thank all applicants for their interest; however only those selected for interview will be contacted. Shortlisted candidates will complete a skills testing assessment in Excel and data entry.

To learn more about us, visit [www.transcoldservices.com](http://www.transcoldservices.com)

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