



JOB POSTING

Job Title: Junior/Intermediate Accounting Analyst

Department: Finance

Date: January 11, 2012

Closing Date: January 19, 2012

The purpose of an accounting analyst role is to assist the controller in analyzing financial results, producing reliable, accurate and timely Financial Statements.

Duties and Responsibilities:

- Provide all levels of management with value added and accurate financial information on a timely basis via verbal communication and financial results
- Perform accounting processes and controls including preparation of journal entries, account reconciliation and financial analysis
- Assist in preparation of monthly financial statements
- Maintenance of Fixed asset records and accounting
- Prepare daily cash deposit receipts
- Participate in other financial analysis and projects as assigned
- In conjunction with the Controller, assist in the identification of other relevant issues within the department, participate and make recommendations in the creation of innovative solutions and/or the implementation of new procedures

Qualifications:

- 4-year degree in accounting or related field or preferred equivalent experience in the transportation industry
- Active CGA/CMA student (1st, 2nd or 3rd level) preferred
- Good understanding of Canadian GAAP and internal controls requirements
- Strong excel skills
- Exceptional communication skills – written and verbal fluent English required
- Exceptional organizational and time management skills
- Ability to work independently and take initiative, set priorities and see projects through to completion

- Strong process improvement skills
- Must possess and exhibit energy, high integrity, results orientation and solutions oriented skills
- Thrives on working in a fast paced environment, prefers managing multiple priorities within a high-energy, collaborative, fast moving environment
- Confident team player with strong interpersonal skills who can work across multiple functions to achieve goals
- Collaborative consensus builder who works well with others

Interested applicants, please submit your resume with a cover letter to careers@uvl.ca. no later than **Thursday, January 19, 2012.**