

**JOB POSTING**  
**ACCOUNTING MANAGER**  
**(Surrey, BC)**

*Emterra Group is a leader in providing integrated recycling resource management and waste disposal solutions to the industrial, commercial and institutional (ICI) sectors and municipalities throughout Canada. Our view of waste management means maximizing recycling and waste diversion. Whether you see it as garbage, waste, trash, rubbish or junk, we see waste another way – as a resource to be collected and recycled into new, usable products. From tire recycling to liquid waste – we turn waste into resources.*

Our Surrey, BC location is currently searching for an Accounting Manager to join our team. The Accounting Manager will be responsible for managing and coordinating the financial administration of various divisions by preparing month end financial statements and maintaining the budgeting process. This position will supervise the accounts payable and accounts receivable staff and will report to the Regional Controller.

**Position Description:**

- Manages and coordinates the overall financial administration
- Provides support to management by preparing complete set of divisional financial statements including the income statement and general ledger analysis
- Organizes departmental assignments and supervises payables/receivables staff
- Assists regional controller with annual budget preparation
- Assists with month end close; maintains various schedules such as fixed assets, amortization schedules (trucks), books month end adjusting entries and reconciles bank statements
- Recommends process improvement and accounting control measures
- Performs other related duties as assigned

**Skills & Qualifications:**

- Completion of related post secondary education and/or recognized accounting designation
- 5+ years of full cycle accounting experience
- An equivalent combination of education and experience will be considered
- Previous supervisory experience
- Excellent proficiency with productivity software, MS Office Suite particularly Excel
- Strong skills in using accounting software applications (Great Plains, RTA Fleet Management Software, Route Optix or Materials Manager would be an asset)
- Strong organizational, time management and interpersonal skills to function in a deadline driven environment
- Strong communication and interpersonal skills and the ability to work well with employees at various levels of the organization

*If you are interested in applying for this position please email your resume to **hr@emterra.ca** and quote: **SURR-ACMG-001** in the email subject line. No agencies. No phone calls please. Emterra thanks all applicants for their interest however, only qualified candidates will be contacted.*