

Job Description:

Field & Forge Brewing Co. in Innisfail, AB has an exciting opportunity for an Accounting Analyst to join our team. Reporting to the Executive Team, this position will supervise accounting and administrative staff and perform the majority of accounting functions, including the preparation of financial statements and statistical reports. The professional in this position must be able to work independently, exercise personal judgement and initiative in managing financial and administrative matters as they pertain to daily operations. This position requires good judgement and the ability to take initiative when making decisions.

Key Responsibilities:

- Financial Accounting
- Oversee daily operations of account and administrative staff
- Responsible for processes, controls, and accuracy of fixed assets, accounts receivable & collections, accounts payable & payment, payroll, bank reconciliation and general ledger accounting
- GST and other regulatory reporting
- Ensures administration, accounting policies and procedures are up to date and compliant with CRA and other regulatory bodies
- Provides assistance to other departments as related to budget planning and financial accountability
- Develops, implements, and monitors effective financial controls as required by Canadian Accounting standards, auditors, and government agencies
- Prepares monthly, quarterly, year-end reconciliations and financial statements
- Development, maintenance and monitoring of the systems of internal controls in the account department
- Identifies, creates and facilitates process design changes
- Assess business process and system inefficiencies
- Ability to analyze and synthesize business requirements, including recognizing patterns and conceptualizing processes
- Serve as a liaison between Operations and IT to assist or gather business requirements needed for system modifications, enhancement, and implementations
- Support system conversions, upgrades, and enhancements

Qualifications:

- Completion or in progress towards achieving a recognized professional accounting designation
- 3+ years supervisory experience in a related position
- Experience working in the hospitality industry is beneficial
- Attention to detail
- Working knowledge of computerized and accounting systems, demonstrated skills in data management and reporting, and advanced level of proficiency working with MS Office applications
- Systems savvy and experience working with ERP systems
- Strong proficiency in the oversight of employees completing administrative and accounting work, organization of duties, data management and reporting, and

understanding/following regulatory requirements. Understand the application of discretion with confidential matters.

- Must have excellent communication skills, both verbal and written
- Demonstrated skills in developing open and caring relationships with staff, management, customers, governing bodies, and the public

This position requires a “numbers mindset”, with the ability to focus on the details. It is a requirement in this position to have a mature attitude towards interactions and issues, with a people-oriented approach to supervising and engaging with people.

Application Details:

If you would like to be a part of our growing and dynamic team of professionals that take pride in their work and strive to be the best in the industry, then we encourage you to send us your cover letter and resume.

Thank you to all applicants; however, only candidates selected for an interview will be contacted.

