

Intermediate Accountant

Posting Number: 01 - 2019

Salary Range: \$55K - \$75K

Job Position: Intermediate Accountant

Hours of Work: Full Time

Company:

Polaris Materials, a subsidiary of US Concrete, operates an integrated aggregates production, marketing and distribution business. Our products come from the Orca Sand and Gravel operation, located in Port McNeill, British Columbia and are marketed to customers in California, British Columbia and elsewhere along the Pacific coast of North America for use in the building construction industry. Polaris Materials Corporate offices are located in Vancouver and Polaris also operates two aggregate distribution terminals located in Long Beach and Richmond, California.

Job Description:

Reporting to the Accounting Manager, Polaris Materials, this position is responsible for ongoing accounting duties. This position works collaboratively with the staff accountant at Orca Sand and Gravel and the junior accountant in the Polaris Corporate Office to provide high quality record management and helps organize, maintain, and analyze financial information.

Accounting duties will include:

- Process/oversee the Sales/AR function,
- process/oversee AP function,
- handle bank reconciliations,
- file of US tax returns,
- assist with business analysis,
- perform/coordinate the monthly/quarterly/year-end close process for various Canadian and US entities,
- maintain monthly balance sheet schedules,
- prepare monthly statements for distribution to management,
- maintain internal control procedures,
- assist with quarterly/annual audit requests,
- assist with US Concrete head office requests,
- other duties as assigned.

Qualifications:

- Bachelor of Business Administration, Diploma in Accounting, or equivalent education and experience
- Detail oriented
- Good communication skills – verbal and written
- Proficient with accounting software
- Previous accounting experience
- Ability to multi-task
- Customer service attitude
- Excellent time management skills

Resumes may be emailed to the Human Resources Manager, Polaris Materials at catherine.rodgers@us-concrete.com