

## Summary

<b>Job Title:</b>	Accounting Technician
<b>Start Date:</b>	Immediately
<b>Status:</b>	Full-time
<b>Compensation:</b>	\$40,000 - \$50,000 per annum Benefits after 3 months

***Are you an enthusiastic critical thinker and problem-solver who is skilled in Accounts Payable management and other accounting support and thrives in a fast-paced environment?***

Award Winning Employer of Choice by Boating Industry Canada, Gibbons Motor Toys is a marine and powersports dealership headquartered in Gibbons, Alberta. We retail and service KingFisher and Coyote boats, Mercury engines, Can-Am offroad vehicles, Ski-Doo snowmobiles and more. We stock a large variety of parts, accessories, and riding gear for all your outdoor needs. With over 35 years of experience, our sales, parts and service departments provide the best knowledge in the industry!

The Accounting Technician will be a **highly organized and trustworthy professional** who is extremely meticulous and detail-oriented. This position is responsible for the entire A/P process and other accounting tasks for two locations. Key responsibilities include data entry of vendor invoices and processing invoice payments, posting cash journals, preparing government and other compliance filings, and assisting the Controller with other accounting and administrative duties. The Accounting Technician will be accountable to the maintenance of all vendor accounts and other accounting records with the utmost accuracy and integrity. If you are a recent graduate of an accounting program, there is the possibility for future advancement.

**Reports To:** Dealership Controller

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## Key Responsibilities

### Accounts Payable

- Enter all parts invoices into accounting system and manage reconciliation between Parts receptions and accounts payable
- Enter all unit invoices into accounting system and manage reconciliation between major unit inventory entry and accounts payable
- Accurately code and enter all trade payables
- Accurately process vendor payments, including management of dealer to dealer transfers
- Maintain accurate vendor accounts, ensuring internal balances reconcile to vendor statements
- Use effective and professional communication in responding to vendor enquiries and payment coordination, as well as communicating with the rest of the team.

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## Other Accounting Functions and Assistance

- Post daily cash journals for both stores
- Various GL account reconciliations
- Maintain high level of integrity with confidential and sensitive information
- Prepare monthly and quarterly government and other compliance filings for review and submission by Controller
- Assist with month and year end review preparation, analysis, and reporting
- Other tasks as required

## Work Schedule and Benefits

- Monday to Friday 8:30am to 5:00pm (some room for adjustment)
- Occasional overtime required during busy times, with the flexibility to take time off in lieu
- Group health, dental, life and disability benefits after 3 months of employment
- Mandatory enrolment in employer matching pension plan after 1 year of employment

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## Requirements

### Educational and experience requirements include:

- Certificate, diploma, or equivalent experience
- 2+ years of relevant experience in full-cycle accounting and accounts payable
- Prior experience in accounting for retail or a related industry is preferred
- High level of ownership, accountability, and initiative
- Above-average proficiency in MS Excel and other Microsoft Office software
- Proven ability to maintain high productivity and organization to consistently meet deadlines
- Detail-oriented with a high level of accuracy in work performance
- Demonstrated ability to take direction from superiors and follow written and verbal instruction
- Reliable, punctual and a self-starter with strong work ethic

With continued commitment to the ongoing enhancement of a first class and engaged team culture, Gibbons Motor Toys is awarded one of Boating Industry Canada's Employers of Choice.

[https://boatingindustry.ca/featured-articles/8587-gibbons-motor-toys-wins-boating-industry-canada-employer-of-choice-award?utm\\_source=newsletter&utm\\_medium=email&utm\\_content=4764713&utm\\_campaign](https://boatingindustry.ca/featured-articles/8587-gibbons-motor-toys-wins-boating-industry-canada-employer-of-choice-award?utm_source=newsletter&utm_medium=email&utm_content=4764713&utm_campaign)

## How to Apply

Only applications that include a message or cover letter specifically describing you and your qualifications for this role will be reviewed. The easiest way to receive and review applications is through email. If you prefer to apply this way then please navigate to our website posting, where you will find the email address to send your application.

We thank all applicants however only those chosen for an interview will be contacted.