



eTracks Tire Management Systems is currently recruiting for the position of **Senior Accountant**.

Department: Finance

Date created: August 25, 2022

Are you driven by being **part of a bigger purpose**, where commercial needs meet environmental responsibility? At eTracks, **we innovate, never stop learning, and take ownership of our work** to raise the professional bar in the industry and support a more sustainable, circular economy. How do we do this? By hiring the best and brightest minds—and that's why we want you!

You can be part of a growing team that is changing how the industry tracks and traces recycled and recovered material. This is a great opportunity to participate in the Circular Economy, under Individual Producer Responsibility legislations, across all Waste Streams and Jurisdictions.

What will you work on?

As part of the Finance team, you will be responsible for supporting all aspects of operational finance objectives. You will be accountable for the preparation and oversight of timely, accurate and responsive budget and reporting processes as well as creating new processes to support the growth of the company.

You will excel at this job if you have strong communication skills, are detail oriented and be capable of working in a fast-paced environment.

How will you create impact?

- Coordinate the monthly, quarterly and annual close processes within targeted reporting deadlines.
- Ensure all accounting, financial data and records are up to date and supported with documentation.
- Provide internal and external financial reporting to key stakeholders. This includes internal financial packages as well as working closely with the VP, Finance in the preparation of quarterly and annual financial statements.
- Coordinate tax reporting and payments to ensure compliance with regulatory bodies (currently only HST, however with the corporate growth this will expand to income and corporate taxes).
- Ensure compliance with accounting standards, regulations, internal controls and processes.

- Direct and supervise all aspects of accounting including payables and receivables.
- Develop and maintain a reliable system of internal controls.
- Document and implement process changes and improvements, including reviewing technology solutions to support business growth.
- Lead and develop staff within Finance. Helping to ensure team members are coached for development, functions are assessed for ongoing succession and provide input for performance reviews.
- Participate in ad-hoc projects as required by management.

What are your skills and experience?

- Progressively more senior finance roles for 5+ years
- CPA preferred
- Working experience with Canadian accounting and banking requirements (ie. CRA)
- Driven to learn and take on new challenges and have input into all areas of Finance
- Excellent verbal and written communication skills
- Metric-driven financial mind set
- Experience with accounting systems and automated tools (Great Plains would be an asset)
- Advanced-level Excel knowledge
- Experience with Power BI & Dropbox (would be an asset)
- Ability to work flexible hours and overtime as required (ie. month-end close, year-end, Board reporting)

How will you fit into the team?

- **Accountability** - Takes ownership of personal workload
- **Adaptability** - Adapts and responds to changing conditions, priorities, technologies, and requirements.
- **Attention to Detail** - Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered.
- **Communication** - Expresses and transmits information to internal and external stakeholders with consistency and clarity.
- **Continuous Improvement** - Strives to improve job responsibilities through developing skills and increasing knowledge.
- **Organization** - Able to create or maintain processes to ensure all relevant information or tools are easily accessible.
- **Results Oriented** - Able to focus on desired outcomes, and the means by which they are achieved by meeting and or exceeding standards based on past performance, goals, and objectives.
- **Teamwork** - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment.
- **Time Management** - Balances a myriad of tasks; prioritizes duties as needed.

What's it like to work here?

- Working in our eTracks office in Oakville (with the potential for hybrid work eventually)
- Extended periods of sitting
- Attendance and conducting of presentations
- Moderate levels of stress and pressure
- Attendance and participation in training
- Interaction with employees, management, and the public at large
- Operation of desktop computer and peripherals

Interested applicants are invited to submit their resume and cover letter indicating salary expectations to recruitment@etracks.ca.

Please include “Senior Accountant” in the “Subject” line.

We thank all candidates for their interest, however only those candidates selected for interviews will be contacted.

eTracks Tire Management Systems is an equal opportunity employer and strives to ensure that its hiring process meets the needs of all persons with disabilities. As such, eTracks Tire Management Systems will provide reasonable accommodation for any applicant, as requested during the hiring process.

eTracks Tire Management Systems seeks to fully integrate the principles of Employment Equity and will ensure the full participation and advancement of members of historically disadvantaged groups (i.e., members of visible minorities, persons with disabilities, women, and aboriginal peoples). eTracks Tire Management Systems will achieve this by ensuring that its hiring process is fair and equitable for all persons.