



D & V Electronics is a Manufacturer and Supplier of state-of-the-art test solutions for the Automotive and Aerospace Electric Vehicle Markets. Our Woodbridge, Ontario facility is currently looking for a General Accountant to be responsible for day-to-day financial transactions. This person will be hard working, hands-on, in a multitask environment. If your qualification and experience meet our need, we invite you to apply for the following position:

Title: General Accountant, Ref: 24/011

Purpose:

- To provide accurate financial, analysis, inventory, and audit control reporting; to include relative variances and solutions.

Role:

- Prepare and enter routine journal entries
- Maintain proper documentation of journal entries
- Preparing contract invoices, backup documentation, and maintaining tracking system
- Assist in reviewing and analyzing General Ledger and making necessary corrections
- Reconcile and balance key financial accounts discrepancies by collecting and analyzing account information.
- Prepare and maintain financial reports by collecting, analyzing, and summarizing account information and trends.
- Project Costing: monitor project costs, to include overhead, freight, increase in material costs, labour etc. are reported on the correct G/L account – to reflect the true costs of the whole project. Complete a comparison to the cost of sales. Prepare a variance report with recommendation(s) on:
 - Maintenance of expected margins.
 - Generate data to benchmark for future projects and track long-term cost trends. Work with Engineering and Operations departments.
- Coordinate with the internal auditor, and external audits to ensure compliance and deadlines are met.
- Advise and report to the Controller the audit status to date.
- Work closely with the internal auditor to satisfy requests
- Plan, collect, and review, the SOX package, and any other supporting documentation before release of audit documents to the auditor(s).
- Prepare detailed reports on audit findings and make recommendations to improve accounting and management practices.
- Develop and document audit processes to maintain and strengthen internal controls, with the Controller.
- Analyze financial information.
- Spot errors and recommend ways to improve efficiency.
- Assist the Controller in forecasting of the 13-week cash flow, on a weekly basis.
- Identify variances to actual results; analyze cost drivers; develops recommendations and presents findings to the Controller
- Assist with the coordination of the annual physical inventory counts and cycle counts, as required
- Investigate cycle counting variances and resolve issues with operations. Report to the Controller on the outcome.
- Select and inspect, on a quarterly basis, a cycle count of part(s) and report to operations and the Controller the findings.
- Validate the cost of goods sold as part of the month-end close.
- Confirm with operations that the obsolete inventory is maintained, as per budget. Report to the Controller and request approval.
- Provide accurate and timely financial information and report to the Controller as required.
- Report to the controller any inaccuracies in inventory

Education and Experience:

- B. Comm or BA degree in Accounting, CPA is an asset.
- Must have a minimum of 7+ years accounting/finance experience, in automotive manufacturing, or similar industry is an asset.
- Project Cost Management is an asset.
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Familiarity with financial accounting statements
- Experience with general ledger functions and the month-end/quarter-end / year-end close process.
- Thorough knowledge of basic accounting procedures
- Team Player, able to work with staff at all levels.



TESTING THE FUTURE®

- Hands-on experience with accounting software packages, i.e., MS Dynamics
- Hands-on experience with MRP/EPR systems
- Hands-on experience on inventory
- Advanced MS Excel skills
- Accuracy and attention to detail is a must.
- Keen interest in learning
- Excellent analysis and problem-solving skills are a must.
- Strong interpersonal and communication skills
- Ability to collaborate with multi-department personnel at all levels.

D & V Electronics values their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: careers@dvelectronics.com

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.