



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: 24/017

Purpose:

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

Role:

Financials: in collaboration with the Assistant Controller

- 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.

Internal Audit / SOX Controls: in collaboration with the Controller

- Coordinate with the internal auditor, and external audits to ensure 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 the 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.
- Ensure compliance with all policies, procedures and standard business practices, as they pertain to the general ledger function, including internal control procedures and SOX regulations

Sales and inter-company transactions

- Tracking and analyzing accounts receivables
- Support Controller on the sales analysis and forecasting
- Lead the sales recognition processes
- Work with related internal and external parties on the Transfer Pricing of inter-company trading

Tax

- Work with external auditor or advisor on tax matters
- Work with external auditor on the annual tax filing and SRED filing
- Coordinate with Corporate people on the tax reporting

Other

- Ensure compliance with all policies, procedures and standard business practices

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.



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- Thorough knowledge of basic accounting procedures
- Team Player, able to work with staff at all levels.
- 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.