

C.S. Day Transport is a family business based in Regina. We specialize in transporting petroleum products and over the years have grown to a fleet of 23 trucks. Our mission is to deliver petroleum products safely, on time, and while providing outstanding customer service. We have operated throughout Western Canada for over 80 years.

The transportation industry is a fast paced and continually changing environment. Our experienced team of professional drivers and office staff are committed to safety and excellence, while still providing a fun atmosphere. We take great pride in the work we do, both as individuals and as a team!

We are currently seeking an enthusiastic, motivated individual to fill a position of an accounting specialist. This is a part-time (2-3 days/week), temporary position with the possibility of becoming permanent part-time. The tentative start date would be July 29, 2020.

What you'll do:

- Ensure all month-end financial accounting duties and all resulting financial reporting is completed in a timely and accurate manner.
- Record business transactions, process accruals and adjustments, reconcile accounts and prepare monthly accounting statements.
- Perform all duties and responsibilities in accordance with Generally Accepted Accounting Principles
- Assist in the further development and maintenance of accounting files and records.
- Coordinate the development of the operating and capital budgets.
- Keep abreast of federal, provincial and municipal developments, laws and policies that may affect the financial operations of the organization.
- Participate in financial planning activities.
- Assist in the completion of departmental program evaluations.
- Code and process invoices.
- Attend scheduled office team meetings (presently conducted virtually).
- Provide holiday cover for other finance staff on an as-needed basis
- Other financial duties as assigned.
- Administration:
 - Organize and store paperwork, electronic documents.
 - All filing associated record keeping and archiving.
 - Preparation, administration and monitoring of operating and capital budgets, monthly accounting, financial planning and reporting, and providing holiday cover for other finance staff on an as-needed basis

What we're looking for:

The ideal candidate will have a Diploma or Certificate in accounting administration, business administration or office administration from a recognized teaching institution.

Ideally 3+ years of active experience within an accounting and finance department,

- Ideally possesses or is working towards CGA, CMA or CA designation
- Proven and proficient use of automated accounting software (Simply Accounting)
- Must be proficient in use of MS office suite, particularly spreadsheet and database programs.
- Ability to maintain high level of accuracy and confidentiality concerning financial and client files.
- Excellent organizational skills, good verbal and written communication skills
- Flexible, adaptable, reliable, and honest.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP).
- Ability to work as a member of a multidisciplinary team.
- Demonstrated interpersonal skills that promote mutually beneficial, respectful and professional relationships.
- Ability to write concise reports to various audiences.
- Effective communication skills with all levels of an organization.
- Able to work efficiently as a part of a team as well as independently.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Superior organizational, time management and prioritizing skills.
- Ability to interpret and implement company policies and procedures.
- Attention to detail in all areas of work.

Requirements:

Reference checks

Criminal record check

Sounds interesting? Do you meet or exceed these qualifications? Then we want to hear from you! Send us a resume, along with a cover letter detailing your experience and why you are a fit for this career opportunity.

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