



CAREER OPPORTUNITY

Accounting Manager

TITLE	DEPARTMENT	REPORTS TO
Accounting Manager	Administration	Executive Vice President
COMPANY PROFILE		
<p>Nordic Minesteel Technologies Inc. (NMT), experts in horizontal and vertical solutions for mining, provide reliable, custom solutions and dependable service to our customers improving safety and increasing profit in their operations.</p>		
JOB DESCRIPTION		
<ul style="list-style-type: none"> • Preparation of detailed monthly financial statements. • Oversee all financial and administrative functions for the company. • Coordinate corporate budgeting process. • Training and supervision of support staff. • Ensure the company complies with government reporting requirements. • Analysis of actual job costs vs estimates. • Implement and maintain office procedures. • Ensure credit granting processes are adequate to ensure no bad debt is incurred. • Monitor corporate cash flow to ensure company needs are met. • Lead the yearend review process. • Review legal and contractual documents. • Process payroll for certain employee groups. • Administer the benefits plan for certain employee groups. • Attendance at various workshops, courses etc. as directed and required to fulfill job responsibilities. • Other tasks, projects and responsibilities as may be assigned by the Executive Vice President. • Comply with company Health & Safety Policy. • Familiarize and adhere to all company policies. • Cover for employee absences and assist other team members as required. 		
REQUIRED EXPERIENCE & SKILLS		
<ul style="list-style-type: none"> • CPA designation. • 5 years' experience in a financial or administration management role. • Strong knowledge of the Employment Standards Act of Ontario and similar governmental rules and regulations related to employment matters. • Excellent written and verbal communication skills. • Strong analytical and mathematical skills. • High level of organizational skills. • Good understanding of the basics of contract law. • Proficient computer skills including ability to use standard office software at an advanced level. • Positive attitude. 		
JOB TYPE	SALARY	LOCATION
Full-time, permanent	Commensurate with experience	North Bay
EDUCATION	LANGUAGE	EMAIL RESUMES TO:
CPA designation.	Bilingual is considered an asset.	gbrooks@nordicminesteel.com