Staff Accountant

Hiring organization
Zuma Lift Service

Employment Type
Full-time

Job Location
43915 Industrial Way, Chilliwack, BC, Canada

Date posted
February 18, 2025

Job Description

Financial Recordkeeping

- Maintain accurate ledgers by posting journal entries, reconciling accounts, and verifying all transactions.
- Oversee accounts payable and receivable to ensure timely and correct processing

Month-End & Year-End Close

- Assist with closing procedures, preparing trial balances, and supporting the generation of financial statements.
- Work closely with the Controller / CFO to investigate and resolve discrepancies.

Reporting & Analysis

- Prepare routine financial reports and help identify trends or irregularities in expenses, revenues, and inventory.
- Contribute to budgeting and forecasting efforts for multiple departments.

Process Improvement

- Suggest and implement ways to enhance efficiency within accounting workflows.
- Collaborate with cross-functional teams to adopt new technology and refine existing systems.

Compliance & Documentation

- Ensure invoices, vendor statements, and all financial records meet internal policies and external regulations.
- Maintain organized, up-to-date digital and/or paper filing systems for easy retrieval.

Team Collaboration

- Provide support to junior team members, sharing best practices and technical expertise.
- Step in to assist other departments with finance-related inquiries.

Skills Needed

● **Education & Experience**: Post secondary education in Accounting, Finance, or a related field. **Three years accounting experience is preferred**, but we're open to new talent with strong fundamentals.

● **Tech Savvy**: Comfortable with ERP systems, accounting software, and proficiency in Excel/Google Sheets.

● **Detail-Oriented**: Able to spot inconsistencies and ensure all entries are accurate.

● **Problem Solver**: Takes initiative in analyzing issues and suggesting solutions to improve processes.

● **Team Player**: Collaborates effectively across departments and communicates well with colleagues at all levels.

● **Enthusiastic About Growth**: Open to learning new accounting standards, best practices, and software tools.

Flexible language requirement:

- French not required

Experience:

- Accounting: 3 years (required)

Number and Facts

Location: 43915 Industrial Way, Chilliwack, BC

Job Type: Full-time, Permanent

Pay: $30.00 per hour

Expected hours: 8 per week

Additional pay:

- Overtime pay

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

About Us

At **Zuma**, we're more than just a construction equipment dealership—we're a growing, forward-thinking organization known for innovative solutions, strong client relationships, and a supportive work environment. We believe in harnessing technology to simplify processes and improve efficiency across our accounting workflows. If you're looking for a place where you can grow and make an impact, we'd love to hear from you.

Benefits:

- Casual dress
- Company events
- Dental care
- Extended health care
- On-site parking
- Vision care

What We Offer

● Competitive Compensation & Growth Opportunities

● Health Benefits & Paid Time Off

● Flexible, Supportive Workplace where your input truly counts

● Professional Development through training, workshops, and peer collaboration

Why Join Us?

● Growth & Development: We encourage continuous learning and offer opportunities to expand your skills in accounting, ERP systems, and process improvement.

● Technology-Driven: We use modern tools and ERP software to streamline workflows and keep operations efficient.

● Collaborative Culture: Our team values open communication, mutual support, and an “all-hands-on-deck” approach when solving problems.

● Innovation Mindset: We constantly look for ways to automate or simplify workflows, and we want someone excited to be part of that journey.

Ready to Join Our Team?

If you’re excited about shaping and improving accounting processes in a tech-driven environment, we’d love to meet you, **Apply now**! Let’s simplify and innovate together!