



**DATE:** October 15, 2021  
**POSITION:** INTERMEDIATE ACCOUNTANT  
**STATUS:** REGULAR, FULL TIME  
**SHIFT:** MONDAY TO FRIDAY  
**HOURS:** 8.0/DAY  
**LOCATION:** BURNABY

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PrismTech Graphics is a large-format print manufacturer serving local and national clients through multiple sales channels, including those of its parent companies Hemlock Printers in Burnaby, BC and PDI in Laval, Quebec. This position reports to the PrismTech GM and to the VP of Finance for the Hemlock Group of companies.

We are looking for an **Intermediate Accountant** to join our team. We see this as an excellent opportunity to be part of a progressive finance team within the Hemlock Group of companies. The ideal candidate would be a CPA with at least 2 years of financial reporting who is looking to take the next step in their role as a trusted business advisor. This individual will have direct ownership over all of PrismTech's finance & accounting functions while ensuring the timely and accurate reporting of the Company's financial statements.

**Core responsibilities:**

- Prepare financial information for management and shareholders
- Maintain and improve cost analysis, financial reporting and internal control procedures
- Prepare and analyze budget information, month end financials and account reconciliations
- Perform year-end close procedures and liaise with external financial auditors for the year-end review engagement
- Maintain capital asset accounts and inventory valuation system
- Calculate and reconcile rebates and miscellaneous agreements
- Perform daily accounts receivable processes with assistance from admin assistant
- Perform accounts payable function which includes processing, posting, and issuing payment
- Process payroll, payroll claims and any other miscellaneous payroll requirements
- Provide oversight and coverage to the billing department
- Support the Hemlock Group with ad hoc finance projects as assigned or requested

**Skills & qualifications:**

- CPA designation or close to completion of CPA PEP program
- Ability to work independently and take ownership over the Company's accounting needs
- High attention to detail and accuracy and committed to quality standards
- Possesses good listening and communication skills, shares knowledge, and encourages feedback
- Demonstrates a high standard of business conduct and the ability to deal with issues with integrity
- Able to organize and prioritize tasks under various time constraints
- Excellent understanding of accounting standards (ASPE) and financial reporting principles
- Excellent knowledge of MS Office and possessing advanced Excel skills

**The following would be considered assets:**

- General programming experience or knowledge of querying SQL databases/ERP systems
- Hands-on experience running payroll with PayWorks or DayForce



- Hands-on experience with Microsoft Dynamics NAV accounting and/or Jet reporting software
- Interested in providing insights that aid the company in its growth

If you are interested in this opportunity, please forward your resume to [hr@prismtechgraphics.com](mailto:hr@prismtechgraphics.com) and quote **INTERMEDIATE ACCOUNTANT** in the email subject line. Links will not be accepted. The position will be open until filled.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.