



## Vibrant Health Products | Job Posting

# ACCOUNTING MANAGER

Are you excited by the idea of bringing healthy and delicious food to customers and consumers? Do you want to enhance your learning by working in a high paced and dynamic environment and join a team committed to bringing our great tasting products to consumers across North America? Then you may be the person we are looking for!

Vibrant Health Products, manufacturer, and marketer of Silver Hills Sprouted Bakery, Little Northern Bakehouse, and One Degree Organic Foods is looking for an enthusiastic and energetic Receptionist to join our growing team.

Reporting to the Director of Finance, the Accounting Manager is responsible for working with the accounting team to lead month end processes, provide coaching and development, and ensure the timely and accurate invoicing of orders.

### KEY RESPONSIBILITIES

#### Reporting:

- Lead the month-end closing process, financial statement preparation & analysis;
- Analyze financial information and prepare variance analysis for all financial statement classifications on a monthly basis;
- Maintain a harmonized and consistent general ledger among all companies in the group;
- Ensure all Vendors, Inventory items & Customers are maintained correctly in the ERP system;
- Prepare and review daily, weekly, and monthly KPI Reporting;
- Lead our internal budgeting process;

#### Team Management:

- Provide coaching and development of 6 direct reports including:
  - Accounts Payable
  - Accounts Receivable
  - Deductions Coordinator
  - Invoicing
  - Order Entry
  - Payroll
- Establish one on one meetings with team members, set and review annual performance goals;
- Establish, document and ensure finance teams SOP's are up to date;
- Lead efforts to improve team productivity;
- Drive process improvements through the development of key metrics;
- Live and lead our core values;

#### Compliance | Customer Service | Other:

- Ensure the timely and accurate governance tax filings including PST, GST, Excise Tax and tax installments;
- Ensure orders are processed and invoiced in a timely manner with exceptional customer service and a sense of urgency;



- Sales EDI customer set up and maintenance;
- Improve system processes and make recommendations to automate the EDI processes;
- Perform payroll duties in case back-up is required;
- Cell phone plan management;
- Other duties assigned.

#### EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES

- 3+ years' experience working in an accounting environment with management and/or related experience
- Possesses accounting designation
- Outstanding communication and interpersonal skills
- Analytical & technical thinking
- Strong MS Excel skills as well as Microsoft Great Plains and Ceridian experience an asset
- Able to prioritize and manage tasks and ensure all deadlines are met
- Positive and optimistic with a can-do attitude
- Accurate and efficient
- Flexible and able to roll up their sleeves
- Strong personal drive for results and excellence
- Great team player, collaborative and communicative by nature
- A healthy passion for food!

This position will appeal to somebody who wants to be a contributing part of something very new and exciting in the natural foods category.

If you are looking to work and learn in an environment that fosters personal involvement and development, while keeping you challenged and at the leading edge, then this may be the place for you.

Please email your resume and covering letter to [careers@vibranthealthproducts.com](mailto:careers@vibranthealthproducts.com) stating **Accounting Manager** in the subject line before the posting close date of **October 9, 2017**. No phone calls please.

We thank all applicants for their interest, but we're so busy growing that we'll only be able to get back to those who are shortlisted for interview.

Please submit resumes to [careers@vibranthealthproducts.com](mailto:careers@vibranthealthproducts.com) | CLOSING DATE: **October 9, 2017**