

Store Accounting Specialist

Position Title: Store Accounting Specialist

Department: Finance

Location: Burnaby, BC

Posting: September 2021

Overview:

Our story began in 1903, and since then, we've been a food company powered by deep values, a family atmosphere and our very own kind of entrepreneurial spirit. Today we're a company filled with fresh energy. We are going places in the grocery business at full speed, and we're looking for exceptional people to join us on this exciting journey.

We are currently looking for an **Store Accounting Specialist** to join Georgia Main Food Group Limited and its banners: IGA and Fresh St. Market. Reporting to the Assistant Controller, you will be responsible for performing and coordinating accounting duties within our organization. The responsibilities include gathering, reviewing, and reporting all financial data in a timely and accurate manner.

Duties and Responsibilities:

Store Accounting Support

- Review daily, weekly, and monthly, balancing issues
- Provide inventory support to bookkeepers, department managers, and store managers
- Ensure integrity and completeness of financial reporting

Ecomm Support

- Prepare and review all e-comm transactions ensuring accuracy and no irreconcilable differences
- Verify Drop Ship sales and Drop Ship purchases for accuracy
- Identify discrepancies in store financial data and investigate root cause

Training

- Provide training to bookkeepers on general accounting procedures including cash float, period end, balancing, and entries

Other Responsibilities

- Provide detailed information on current processes, pitfalls, and short comings, on any project that flows through bookkeeping in any way

- Prepare and key appropriate charges to stores
- Assessment of potential new project from bookkeeping perspective, and providing feedback, pros, and cons, and being able to recognize when there is missing information, or something that could potentially be a problem, and effectively communicate
- Prepare and provide various financial reports as requested
- Collaborate with IT, Operations, and various other departments
- Other duties as required.

Qualifications:

- Excellent written and oral communication skills
- Detail-oriented and able to prioritize tasks to meet strict deadlines
- Advanced computer skills, specifically Excel, Word, and Outlook
- Minimum completion of a two-year accounting diploma program from a recognized institution or equivalent required
- CPA designation is considered an asset
- Minimum 5 years of intermediate level of accounting experience
- Some project accounting or experience in retail operations
- Ability to travel within BC when required and work during weekends when necessary

What We Offer:

- We're an organization with a strong emphasis on team culture and family values;
- On site parking
- Competitive compensation, benefits, and perks
- Working from home and working in-office flexibility
- We have a tight-knit team to support you every step of the way;
- We're focused on giving back to the communities we live, work and play in.

We would like to thank you in advance for sharing your interest in Georgia Main Food Group and would like to note that only those selected for an interview will be contacted. Please send your resume to careers@georgiamain.com Georgia Main Food Group is an equal opportunity employer.