



Pacific BioEnergy

## **PACIFIC BIOENERGY LIMITED PARTNERSHIP FINANCIAL ACCOUNTANT**

**JOB TITLE:** Financial Accountant  
**DEPARTMENT:** Finance Department  
**COMPENSATION:** We offer a comprehensive salary and benefit package

Pacific BioEnergy is a private company established in 1994 with corporate offices located in Vancouver, BC and operations in the heart of British Columbia's forest region, Prince George, BC. We are a leader in wood pellet fuel in North America and are committed to meeting growing worldwide demand for this clean energy source.

Reporting to the Accounting Manager - the Financial Accountant will be responsible for a full range of operational and financial accounting functions.

The Financial Accountant is responsible for various general accounting processes with the primary focus to provide the operations management team with relevant financial and statistical information related to overall raw fibre accounting, finished product invoicing and reconciling and analysis of supplies inventory.

Duties will consist of analysis of general ledger accounts, and assisting in monthly close process, Statistics Canada reporting and assisting the Accounting Manager in the areas of manufacturing operations including Accounts Payable and Payroll coverage when required.

### **KEY ACCOUNTABILITIES:**

- Assist in month-end financial reporting, prepare journal entries as necessary, analyze and report on supplies inventory evaluation, and inventory carry forward;
- Analyze cost accounting data and assist with monthly count/physical inventories;
- Follow established policies and procedures and participate in process improvement initiatives;
- Prepare detailed account analysis and reconcile fibre inventory and specific G/L accounts;
- Support and assist internal department reporting requirements such as audit schedules, Statistics Canada reporting and others;
- Assist in ensuring timely submission, accuracy and validity of monthly financial statements to the management team;
- Account reconciliation and analysis of assigned balance sheet accounts;
- Journal Entries including maintenance of recurring journal entries and allocations;
- Provide information as requested by the audit team;
- Assist in the compilation of information for the Company's annual accounting obligations;
- Provide support and coverage of the Payroll/Accounts Payable when required;
- Work on special projects as required.

### **REQUIRED QUALIFICATIONS:**

- 2+ years of financial accounting experience in a manufacturing environment preferred.
- Possess an understanding and experience in the full accounting cycle.
- Preference will be given to a candidate who either currently holds a CPA designation or is currently pursuing a CPA designation.
- Must be a self-starter and able to deliver results by meeting monthly and yearly closing deadlines.

- Strong organizational, problem solving and follow-up skills. Strong attention to detail.
- Exceptional verbal, written, interpersonal and presentation skills.
- Have strong communication skills and ability to present and articulate financial information.
- Possess sound knowledge of the principles and practices of government reporting requirements.
- Ability to apply knowledge of Generally Accepted Accounting Principles & Cost Accounting Standards.
- Solid knowledge and proficiency in Microsoft Excel.

If you wish to be part of a team that produces superior results and feel that your accounting experience and career aspirations can contribute to our team, then we would like to speak with you. Please forward your resume in confidence to:

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