



# Financial Analyst

Competition # 2020 FA 016

Location – Mount Pearl, NL

Do you go with the (cash) flow? Our finance team is on the trajectory of growth and seeking a Financial Analyst. While you help balance our books, we'll help you balance your life with our *put people first* philosophy – more about that below! The bottom line: we're ready to invest in you to be our next asset.

## WHAT YOU'LL DO

Accounting and Administrative:

- Conduct monthly reconciliations of all general ledger accounts; correct discrepancies
- Prepare & remit quarterly HST claims
- Assist with the month end close process including the preparation of monthly financial statements and other financial reports
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Write and maintain processes as related to day to day accounting duties

Analytics and Reporting:

- Communicate with other departments and staff to source key inputs for the monthly, quarterly and annual forecasting & planning process
- Conduct variance analysis comparing actual financial results to forecasts; recommend any necessary changes or improvements for the forecasting and planning process
- Aid in the creation, enhancement and production of key internal financial reports & dashboards, including those with industry accepted metrics
- Ensure the accuracy and timeliness of recurring financial reports & dashboards

Accounts Payable and Accounts Receivable:

- Maintain and update customer & vendor information
- Data entry of all sales & purchase invoices, including electronic and physical filing of the same.
- Ensure invoices are properly coded to the appropriate expense or balance sheet account
- Develop and maintain a schedule to ensure that all vendors are paid on time and receivables are collected promptly

## WHO YOU ARE

In addition to being an adaptable, deadline-driven, critical thinker who appreciates a fine detail, you:

- Give credit where credit is due as a collaborative team player;
- Add value through problem solving, sound decision making and providing sage advice;
- Budget your time well by managing competing priorities and deadlines;
- Pay meticulous attention to detail;
- Switched on by working in a high-performance environment dedicated to continuous improvement.

## WHAT YOU'LL NEED IN YOUR TOOLKIT

- Diploma or degree in accounting, finance or relevant field supplemented with 2 to 3 years of experience in financial accounting principles and practices;
- Enrollment in the CPA program would be an asset;
- Proficiency with Simply Accounting as well as MS Office, in particular, Excel;
- Attention to detail and accuracy is a must; and
- Equivalent combination of education, training and experience will also be considered.

So, you're a match? Please include competition number 2020 FA 016 in the subject line of your application submitted via email to [jobs@genoadesign.com](mailto:jobs@genoadesign.com) by March 25-2020. Genoa is an equal opportunity employer and while we are grateful to all applicants, only short-listed candidates will be contacted.

## WHO WE ARE

Genoa Design International has been providing production lofting, detail design and 3D modeling services to shipbuilding and offshore industries around the world since 1995. In that time, we've become one of the most sought-after production design firms in the North American shipbuilding market.

With collaboration being the cornerstone of our work, we approach every day with a focus on our core values: Put People First, Create Lasting Relationships, Make a Difference, Own It, Never Stand Still and Live Well. Our customers tell us that our employees' everyday demonstration of our values sets Genoa apart from our competitors.



## WHY YOU'LL LOVE WORKING WITH US

Working for us is good for you. Really!

Our collaborative, fun and team-focused workspace is designed to give everyone a voice & the opportunity to make meaningful contributions.

We're an employee-owned company that's used ourselves as guinea pigs in researching what makes a 5-star workplace. It's always evolving, but these are some of the joys we're using to keep the pep in our step:

### *The 'What You'd Expect' Stuff*

- Attractive compensation
- RRSP matching program
- Comprehensive group insurance plan
- Vacation, discretionary days, and yay-cation days- because who doesn't like extra vacation time?
- Employee profit-sharing plan and share ownership plan

### *The 'Let Us Surprise You' Stuff*

- \$1000/yr wellness incentive to buy whatever makes you happy
- Group stretch breaks
- Our new gym is your new gym
- An outstanding commitment to training, development, career growth & opportunity
- Quiet rooms where you can take a break, dim the lights, and re-charge

On a day-to-day basis, you'll notice that our rock 'em sock 'em coffee machine will eliminate the need for a morning coffee run. You'll be invited to enjoy assorted extras such as Genoa swag, values points, team-building events, catered lunches and a snack-filled state of the art-kitchen.

## CORE VALUES

Live Well | Own It | Make a Difference | Never Stand Still  
Put People First | Create Lasting Relationships

