

Opportunity

Eigen Innovations is looking for a detail-oriented and highly organized **Senior Accountant** to join our team. Working closely with the CEO, the successful candidate will assist with day-to-day financial transactions and accounts such as payroll processing, accounts payable/receivable, processing of receipts, deposits, payments, monthly reports, bank reconciliations, month-end close, and other tasks.

Responsibilities

- Accounts payable, accounts receivable, and collection of overdue accounts
- Payroll processing and reconciliation, including administration of the company's benefits portals, employee expense platform, and reconciliations between systems
- Responding to employee payroll inquiries
- Coding bank transactions and completing monthly reconciliations
- Filing of quarterly HST reports
- Analyzing and reconciling GL accounts for month-end close
- Reporting working capital changes weekly to management
- Assisting with annual audits with external auditors, information for tax reporting, etc.
- Other accounting and finance tasks as required

Qualifications

- CPA Designation required
- 3 years of experience in an accounting role
- Knowledge of accounting procedures and controls

Skills

- Ability to work independently in a fast-paced environment
- Excellent organizational and time-management skills
- Attention to detail and accuracy in data entry and record-keeping
- Knowledge of Excel is a strong asset
- Strong analytical skills
- Team-oriented and excellent communication skills

Employment Type

Full-time.

Location

Flexible.

How to Apply

To apply for this opportunity, please forward your resume to erin.barrett@eigen.io.

About Eigen Innovations

Since 2012, Eigen Innovations has been helping manufacturers overcome challenges related to deploying and managing AI enabled quality inspection solutions. Our solutions capture and consolidate data that factory teams need to inspect 100% of their products inline. They allow factory teams to seamlessly introduce closed-loop automation and leverage analytics and insights to prevent defects and reduce risk across their operations.