



## **SENIOR FINANCIAL ANALYST**

### **Position Summary:**

Reporting to the Controller, the Senior Financial Analyst will prepare general ledger, journal entries and other bookkeeping functions in our NetSuite ERP to assist with the timely and accurate preparation of a monthly financial close. The position will also be responsible for financial analysis that supports effective business decision making and reviewing the work of other team members to make sure they are accurate and comply with financial standards.

### **Duties & Responsibilities:**

- Record business transactions, process accruals and adjustments, reconcile accounts, and assist with preparation of monthly, quarterly, and annual accounting and financial statements
- Review and approve financial transactions to ensure transactions are appropriately classified, presented and disclosed with appropriate supporting documentation
- Perform analysis and investigation of budget variances for the departments; highlighting to management relevant financial issues with strategic and operational impacts, and recommend options toward resolution of issue
- Responsible for compliance with statutory reporting requirements including income tax, sales tax and other government authorities
- Prepare payroll semi-monthly journal entries, complete commission calculations/statements, review employee related expenses and reconcile monthly benefits invoices to payroll
- Maintain and prepare financial reports required by vendor partners and government departments and to provide the details on the quantity and size of specific product procurement
- In partnership with business departments, establish and track key operational and strategic performance metrics that allow the Executive team to rapidly determine the company's financial performance in all areas of the company & make strategic decisions based on the results
- Complete other duties as assigned

### **Experience and Qualifications Required:**

- 3-6 years of related accounting experience with solid understanding of accounting fundamentals
- Completion or current progression toward a CPA designation (CA, CMA or CGA)
- Excellent attention to detail and ability to prioritize effectively in a dynamic work environment
- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records
- Advanced Excel skills, prior experience with ERP and business analytics technologies including NetSuite, Qlik Sense would be an asset
- Must have good organizational and communication skills
- University degree in accounting, finance or a related discipline

If you are interested in this exciting new role and have relative experience, we are interested to see what you have to offer!

To apply please visit our website: [www.purelogicit.com](http://www.purelogicit.com) and go to our "Careers" page. Fill out the [application form](#) and email with your resume to [bdamaren@purelogicit.com](mailto:bdamaren@purelogicit.com).