

Site Accountant

About Us:

United Greeneries is a pioneer in the cannabis industry, becoming one of the first licensed producers under the Access to Cannabis for Medical Purposes Regulations (ACMPR). Grown in beautiful British Columbia and inspired by the spirit of the West Coast, we strive for a natural, purer product that's grown sustainably and responsibly for people and the planet. United Greeneries offers competitive salary packages, an incredible work environment, and career advancement opportunities. As a team of horticulturists, engineers and entrepreneurs, we share a passion for growing this future together.

Job Summary:

United Greeneries is in search of a Site Accountant based at our Duncan facility, to undertake certain aspects of finance and accounting activities. Reporting to the Financial Controller, the successful candidate is a self-starter, with strong analytical and problem-solving skills and is very detail oriented. This is a fantastic opportunity for a professional who thrives in a busy and fast-paced, collaborative working environment.

Key Responsibilities:

- Process transactions for United Greeneries' subsidiaries into the Company's accounting system in accordance with Company policies and procedures (revenues/accounts receivable, operating expenses/accounts payable and accruals and payroll);
- Generate invoices and billings on a timely basis and follow up with customers on collections;
- Process vendor invoices, employee payroll and expense reports in a timely manner;
- Prepare journal entries and maintain general ledger and chart of accounts;
- Prepare monthly trial balance, reconciliations, reports and working papers including variance analysis
- Assist with compiling information for annual operating and capital budgets and financial forecasts;
- Assist external auditors for annual audit and quarterly reviews;
- Prepare adhoc reports as needed;
- Assist with other projects as needed, including ERP system implementation

Skills and Qualifications:

- Post-secondary diploma or degree in accounting/commerce/management or equivalent from a recognized institution;
- Minimum 3 years accounting experience;
- Knowledge of receivables, payables, and payroll functions and processes;
- Excellent verbal and written communication skills;
- Strong analytical and problem-solving skills;
- Detailed oriented;
- Self-motivated and self-directed;
- Ability to work independently and collaboratively with a team;
- Effective working skills with ERP accounting software, MS Word, Excel and Outlook;
- Knowledge and/or experience in a manufacturing industry would be an asset

*Background Check is required