

# ACCOUNTANT

## JOB POSTING



BE SURE. BE KRYTON.

Are you ready to make a difference in your life and in the world? Would you like to join a team of passionate people who are already doing that? At KRYTON International, we are helping the world change by building concrete structures that are not only waterproof, but more durable, efficient and sustainable than ever before. KRYTON is the inventor of the world's first crystalline waterproofing admixture for concrete and we have permanently changed the way concrete structures are built in every corner of the globe. It's the extraordinary people on our team that have made all the difference and we have proven it by winning the *10 Best Companies to Work For in BC* Award 4 years in a row. Maybe *you* could join our continuing success story.

As a member of the KRYTON Team, **WE OFFER:**

- Profit Sharing
- Attractive Salary
- 100% MSP Coverage
- Extended Medical and Dental Coverage
- Vision Coverage
- Retirement Plan
- Group Travel Incentive
- Company Sponsored Events
- Teambuilding Activities
- Fitness Gym
- Free Parking
- Plus more...

### ACCOUNTANT

The Accountant is responsible for assisting the Assistant Controller with duties relating primarily to Payroll. This role is also expected to provide support to Accounts Payable, Accounts Receivable and other general accounting functions as required, for all companies within the Kryton Group. The Accountant works under the standardized policies and procedures referring any unusual items to the Assistant Controller.

The key responsibilities for the position are:

- Payroll Processing:
  - Providing assistance to over-all payroll operations and processing of employee payments
- Support to Accounts Payable and Accounts Receivable:
  - Providing support to Accounts Payable and Accounts Receivable in the efficient and effective processing of Accounts Payable (AP) and Accounts Receivable (AR) based on pre-determined job assignments
- General Accounting:
  - Providing general accounting needed by management and staff in going about their duties and responsibilities
- Office Administration:
  - Provide administrative support including copying, faxing, handling couriers, preparing correspondence, filing and sort of Purchase orders, invoice etc. and all other general office duties for the Finance Department

### REQUIREMENTS

Specific requirements include:

- **Education:**
  - College Diploma, or a Degree in Accounting, or a related field
  - A Payroll Compliance Practitioner (PCP) Certification from the Canada Payroll Association is preferred
- **Experience:**
  - At least 3-5 years in processing Canadian Payroll. International Payroll is an asset
  - At least 3-5 years in a computerized accounting environment, handling Accounts Payable and Accounts Receivable
- Attention to detail and thoroughness in completing work tasks
- Excellent interpersonal relationship skills. Able to be pleasant with others and display a good natured, cooperative attitude
- Initiative and dependability to take on responsibilities, challenges and fulfilling obligations
- Ability to work both independently with minimal supervision and as part of a team.
- Ability to adapt to a fast-changing and dynamic environment
- Reliable, honest and able to handle confidential information.
- Excellent written and oral communication skills in English
- Computer Experience: Internet and Microsoft Windows, and outlook experience.
- Can handle a multi-line telephone system
- Good time management skills and ability to meet deadlines and deal with multiple concurrent tasks.

If you are driven to succeed, please **email your cover letter and resume to [people@kryton.com](mailto:people@kryton.com), citing "Accountant" role in your subject line.** We thank all applicants, however, only those to be selected for an interview will be contacted