



THE RIGHT PEOPLE. THE RIGHT BUS.

## Junior Accountant – Surrey, BC

Dynamic Specialty Vehicles is looking for a motivated and team-orientated Junior Accountant to join our team in Surrey. This person will support the Controller with the day-to-day finance and administrative functions of the company and play a primary role in the accounts payable process. This position presents an opportunity for someone with an interest in accounting to grow and develop their skills with exposure to several different areas within the business.

### Job Responsibilities:

- Provide general accounting support
  - Posting of regular and recurring journal entries as directed
  - Support creation of financial statements with reviews of accounts and notes on variances or other items of concern
- Accounts Payable processing
  - Produce weekly cheque runs and other payments as required
  - Field all Accounts Payable Inquiries from vendors
  - Follow-up with vendors regarding invoice issues or uncashed payments
  - Complete credit applications for new account requests
- Perform account reconciliations as required
- Perform reconciliations for company credit cards and employee expenses
- Assist the Controller with reports and analysis where required as support for all departments
- Support accounts receivable processes and coverages where applicable
- Support materials/purchasing department
- Assist in account reviews and audits
- Various other duties as assigned

### Education, Experience, and Requirements

- Accounting experience: education or work experience
- Excellent communication skills
- Ability to handle confidential and sensitive matters
- Ability to work autonomously and proactively
- Ability to multi-task and adapt in a fast-paced environment
- Willingness to learn and take on a variety of tasks
- Proficiency with Microsoft Office
- Interest in data mining and reporting is a plus

Wage: Competitive (based on education and/or experience)

Plans: Medical, Dental, and Pension Plan

Work hours: Monday to Friday from 8:00AM to 4:30PM (opportunity for overtime)

Contact: Tyler Carmont, Controller, (604) 882-9333, [tcarmont@dynamicsspecialty.com](mailto:tcarmont@dynamicsspecialty.com)