

General Accounting Specialist

Posting Date: 28 Jan 2025

Company: Microbix Biosystems Inc.

Department: Finance

Reports to: Accounting Manager

Location: 235 Watline Ave, Mississauga, Ontario

Job Overview

Microbix develops and commercializes proprietary biological and technological solutions for human health and wellbeing.

As our company continues to grow, we are looking for an experienced, motivated, and detail-oriented individual with positive attitude to join our accounting team.

In this role you will provide support to the accounting department and will be primarily responsible for the maintaining of our Capital Expenditures – assets, depreciation and amortization. As well, additionally assigned projects pertaining to the Accounting Department, i.e. Freight related administration and invoices, Accounts Payable, etc.

Experience & Qualifications

- Post-Secondary education, Diploma in Business or Accounting is preferred
- Must be computer literate with specific experience in Microsoft Windows, Microsoft Office and ERP systems.
- Knowledge of financial practices
- Ability to work with all levels of employees and departments.
- Ability to organize, prioritize and multi-task.
- Ability to take initiative and work with minimal supervision.
- Ability to work under pressure, with good judgment to respond to all request in a professional and courteous manner.
- Keen eye for detail and ability to work independently.

Responsibilities

- Create new (CER) Capital Expenditure folders and maintain, update files.
- Maintain, update and post Depreciation & Amortization expense.

- Freight and Delivery requirements, including process of invoices, communication with customs brokers, ensuring all government standards are followed.
- Provide backup support to the Accounting Department.
- Support internal and external audits and resolving issues when arise.
- Collaborate with the Purchasing, Shipping, Receiving, and Sales Department.

Salary & Benefits

- A salary range of \$50,000 to \$60,000
- Health, vision, dental, Health Spending, Basic Life and AD&D, Employee Wellness Program
- RRSP Matching and free parking

How To Apply

Please email your resume with a cover letter to: human.resources@microbix.com.