

## Financial Reporting Specialist



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**Location:** Vancouver Corporate Office

**Position Reports to:** Controller

**Company Name:** Hunter Dickinson Services Inc.

**Position Summary:** Be part of an entrepreneurial, multi-faceted finance team. We seek a dynamic qualified Accountant for this newly created role whose specialty is GAAP. The successful applicant will be looking to develop their skills in an environment where their technical knowledge and can-do attitude can shine and who values the opportunity to gain exposure to a broad range of operational, reporting, compliance, tax and finance issues.

### **Key Result Areas & Specific Responsibilities:**

- Preparation of quarterly and annual financial statements, including preparation of notes to the financial statements, and MD&A;
- Coordination of the year-end audit and quarterly submissions;
- Preparation of and/or assistance with both Canadian and United States regulatory filings including: 20F, 40F, Annual Information Form, annual reports, and information circulars;
- Preparation and/or assistance with prospectuses and offering memorandums;
- Preparation and/or review of US GAAP and FIT;
- Project reporting and accounting (and implementation and support thereof) and internal financial statements including analysis;
- Drafting GAAP position papers;
- Assist with tax compliance;
- Other duties as assigned.

### **Position Requirements:**

*Qualifications, Skills & Experience.*

- Minimum of 3 years accounting experience;
- Holding a CA/CGA/CMA designation is a necessity;
- Strong GAAP knowledge;
- IFRS exposure an advantage;
- Public company experience advantageous;
- Familiarity with Accpac (Windows) an advantage;
- Strong skills and experience using Microsoft Word & Excel;
- Excellent interpersonal and written communication skills;
- Track record of showing attention to detail and strong analytical and problem solving skills;
- Excellent teamwork skills;
- Process oriented with strong organizational skills;
- Commitment to quality and timelines;
- Takes initiative and ownership of situations;
- Self starter;
- Ability to be flexible and change with environment and demands.