

# Qualified accountant

North Rock Investments is part of a group of independently managed companies which includes, The Complete Office, iClick and Switchworx.

The successful candidate will report to the Chief Financial Officer and will be responsible for a wide variety of accounting, supervisory and administrative tasks including, but not limited to:

- Preparation of monthly financial statements for the group of Companies in accordance with GAAP.
- Preparation of the annual budget, as well as the monthly budget to actual comparisons and variance analysis of any significant differences for the group of companies.
- Processing of bi-monthly payroll and filing of quarterly payroll tax returns.
- Ensure that there are adequate controls and checks in place to maintain the integrity of the books and records for the companies.
- Prepare, analyze, and report on divisional revenues, profitability and other key performance measures.
- Maintain the Fixed Assets inventory and depreciation schedules in accordance with established policies.
- Control and reconcile sub ledger accounts to General Ledger, including bank reconciliations.
- Advise Senior Management of any major accounting developments.
- Inventory control, coordination and supervision of quarterly inventory counts.
- Processing of bi-monthly payroll and filing of quarterly payroll tax returns.
- Perform other duties as assigned by the Chief Financial Officer.

#### Required Skills, Qualifications & Experience:

- Must possess an Accounting designation of either Chartered Accountant or Certified Public Accountant including a minimum of 2 years of post-qualification experience.
- A thorough knowledge of Canadian GAAP or equivalent.
- Ability to implement and enforce inventory controls.
- High Degree of proficiency with PC systems and spreadsheet applications in a Microsoft environment.
- Strong analytical and problem solving skills with attention to detail.
- Excellent interpersonal, organizational and communication skills both verbal and written.
- An ability to meet deadlines, occasionally necessitating overtime.
- A high degree of self-motivation and initiative with a "Team Player" attitude.
- Ability to work on his / her own initiative.
- Experience in both the retail sales and the construction industry with contract revenue recognition, as well as, Great Plains GP2010 would be beneficial.

Salary and related staff benefits will be competitive and commensurate with the qualifications and experience required for the position.

A detailed resume should be submitted no later than September 2nd, 2014 addressed as follows:-

Human Resources  
Applied Computer Technologies Ltd.  
P.O. Box HM 2091, Hamilton HMHX  
Or by e-mail to: [careers@act.bm](mailto:careers@act.bm)