



Senior Financial Manager

Edmonton Corporate Office

Edmonton, Alberta

This is a permanent full time salaried position working 40 hours per week. You will be reporting to the Vice President of Finance.

General Description:

1. Supervision of Accounting Department Personnel

- a. Responsible for the supervision, recruiting, time approval, vacation planning, staff training and development
- b. Oversee the following:
 - Accounts Payable department
 - Accounts Receivable department
 - Staff Accountant
 - Payroll and Cash Management

2. Financial and Activity Reporting

- a. Review and management of the monthly financial statements
- b. Review and management of measurement reports for management
- c. Preparation of working papers for year end file in conjunction with the Vice President Finance

3. Business Planning and Budgeting

- a. Assist the Vice President Finance with the Annual Business Plan
- b. Assist with preparation of the annual operating budgets
- c. Other duties as assigned by the Vice President Finance

Work Experience and Education Requirements:

- Top level computer skills & working knowledge of the internet & email
- Above average communication skills
- Working knowledge of tariff interpretation preferred
- Complete various Van Line distribution & revenue policy courses as required
- Recent graduate with a professional accounting designation, CA, CMA, CGA

Please submit your cover letter and resume to rhonda.beringer@matco.ca or via fax at (780) 489-8017. This position will remain open until a suitable candidate has been selected.