

KEILHAUER

JUNIOR ACCOUNTANT GRADE 7

WHO IS KEILHAUER?

Founded in 1981, Keilhauer is a privately owned, design-focused contract furniture manufacturer. Working with world-renowned furniture designers, Keilhauer is internationally recognized for award-winning design, built with extreme craftsmanship, to the highest environmental standards. At Keilhauer, we believe that because we all share this planet, it is essential that we do our part protecting it. Our comprehensive sustainability program, *Planet Keilhauer*, driven by our goal of closed-loop manufacturing, is an approach to production in which there is no waste and materials are cycled back into the system, minimizing environmental impact.

SUMMARY

The Junior Accountant assists the Senior Accountant with ensuring the integrity of accounting information, preparation of Keilhauer LTD. financial reporting, maintaining accounting practices and the maintenance of its fiscal records. Ensuring the accuracy of our financial data plays an important role in helping the company achieve its goal of making work comfortable for all.

In this role, you must be able to multi-task, pick up new tasks quickly. As most matters in Accounting are time-sensitive, good time management skills and the ability to evaluate urgency are essential. You know which tasks to prioritize and approach them methodically. Clear communication, good judgement and thoughtful analysis make you a trusted point person for vendors, Sales Representatives, Designers, Auditors and internal stakeholders across the organization. When discrepancies arise, you will loop in the Senior Accountant whom you report to for assistance where needed.

The ideal candidate for this role is developing their career as an Accounting professional and has a keen eye for detail and the ability to meet established daily objectives. You handle your tasks with composure and diligence, knowing that others count on your timely processing to keep all functions flowing.

QUALIFICATIONS

- 5 years of experience in Accounting, preferably within the manufacturing industry.
- Post-secondary Certificate or Diploma in Finance or Accounting.
- Intermediate proficiency with accounting software, MS Office (Excel, Word, Outlook) and the internet; experience using SyteLine or similar ERP is an required.

COVID-19 PRECAUTIONS

Keilhauer has mandated a COVID-19 vaccination policy in place. Employees are required to provide proof of full COVID-19 vaccination to Human Resources. We are committed to providing reasonable accommodation to employees who are unable to vaccinate for medical reasons.

DOES THIS ROLE SOUND LIKE A FIT?

Keilhauer is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive, respectful environment for all employees. If this role is for you, please send your resume to careers@keilhauer.com and tell us why you would be a great addition to our team! Please note that only those selected for further consideration will be contacted.