SENIOR ACCOUNTANT

BURNABY, BC (ON-SITE)

$70,000 TO $90,000

ABOUT THE COMPANY

Founded in 1982 and headquartered in Burnaby, British Columbia, Richmond Packaging is a Canadian manufacturer specializing in flexible plastic packaging solutions. The company produces custom-made plastic bags and packaging for a wide range of applications, with capabilities spanning both plain and printed products, varying resin blends, colours, opacity, additives, and other customized options. Its manufacturing capabilities include linear low-density polyethylene (LLDPE) and low-density polyethylene (LDPE) poly bags, as well as high-definition custom printing of up to ten colours using flexographic presses.

Richmond Packaging combines technology-driven manufacturing with a focus on quality and sustainability, working with customers to develop flexible packaging solutions tailored to their individual requirements. With production capabilities ranging from approximately 2,500 bags to more than three million per production run, the company supports customers requiring both smaller customized orders and significant production volumes.

ABOUT THE ROLE

Reporting to the Financial Controller, the Senior Accountant supports the financial integrity of Richmond Packaging through financial reporting, analysis, intercompany general ledger reconciliations, month-end processes, audit support, and compliance. The role provides reporting and oversight support to the Controller across Canadian and U.S. entities and dual-currency operations, with extensive use of Microsoft Excel for spreadsheet management, reporting, calculations, and analysis.

The Senior Accountant joins a four-person finance team comprising the Financial Controller, Senior Accountant, an Accounts Payable/Accounts Receivable role, and an Accounts Payable role. The position supports period-end activities, budgeting and forecasting, internal controls, and accounting process improvements, while collaborating with colleagues on financial projects and analysis.

KEY RESPONSIBILITIES

FINANCIAL REPORTING & CLOSE

- Lead month-end, quarter-end, and year-end close activities.
- Prepare journal entries, balance sheet reconciliations, and financial reports.
- Manage general ledger, intercompany, and bank reconciliations across Canadian and U.S. entities and dual-currency operations.

- Investigate discrepancies and maintain accurate financial records.

FINANCIAL ANALYSIS, COSTING & MANAGEMENT REPORTING

- Support budgeting, forecasting, and variance analysis.
- Prepare management reporting and extensive Excel-based spreadsheets, calculations, and analysis to support the Controller's oversight and decision-making.
- Provide financial analysis for ad hoc projects and business initiatives.
- Support manufacturing and job costing, including inventory, cost of goods sold, production cost analysis, and cost variance analysis.
- Analyze margins, costs, and financial performance to identify key drivers and trends.

AUDIT, COMPLIANCE & PROCESS IMPROVEMENT

- Coordinate with internal and external auditors and prepare audit schedules.
- Ensure financial records comply with applicable accounting standards and tax requirements.
- Investigate and resolve accounting and audit discrepancies.
- Evaluate internal controls and identify opportunities to strengthen financial processes.
- Implement system and workflow improvements to enhance accuracy and efficiency.

TEAM & CONTROLLER SUPPORT

- Review and understand Accounts Payable and Accounts Receivable activities and collaborate with finance colleagues to support accurate reporting.
- Provide reporting and oversight support to the Financial Controller and assist with finance-related projects and evolving business priorities.

SKILLS AND QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or a related field.
- CPA designation required.
- 3 to 5+ years of progressive accounting experience; manufacturing accounting experience is preferred and considered a significant advantage.
- Cost accounting knowledge and an understanding of cost of goods sold; hands-on inventory, manufacturing, or job costing exposure is preferred.
- Strong financial reporting, analysis, general ledger, intercompany reconciliation, and period-end close experience, with the ability to support Canadian and U.S. operations and dual-currency accounting.
- Experience supporting external auditors and year-end audit requirements.
- Knowledge of applicable accounting standards, including ASPE and IFRS.
- Experience with budgeting, forecasting, variance analysis, and management reporting.
- Experience with ERP/accounting systems, preferably Sage 50, and advanced Microsoft Excel skills for spreadsheet management, reporting, calculations, and analysis, including VLOOKUPs and pivot tables.
- Strong analytical, problem-solving, and attention-to-detail skills.
- Effective communication, organization, and time-management abilities.
- Ability to support the Controller, collaborate with finance colleagues, and manage multiple priorities.
- Proactive, accountable, and focused on continuous improvement.

WORKING CONDITIONS

- 100% on-site in Burnaby, BC.
- Working hours: 8:00 a.m. to 4:30 p.m., with a 30-minute lunch break (40-hour work week).
- Business-casual dress Monday through Thursday; more casual dress is permitted on Fridays.
- Parking is available on a first-come, first-served basis.

COMPENSATION AND BENEFITS

- Base salary: $70,000 to $90,000.
- RRSP matching eligibility begins after successful completion of the three-month probation period.
- Extended health benefits are fully employer paid.

If you are looking for a stable, supportive and family-oriented place to work, without layers of hierarchy and with management who are approachable and accessible, this could be the role for you. It is an opportunity to join a positive, entrepreneurial and growing business, with an exciting journey ahead as it continues to grow across Canada and the USA.

We encourage you to submit your application online through MNP's official process. For more information about this opportunity, please contact Daniela San Pedro at Daniela.SanPedro@mnp.ca with Richmond Packaging in the subject line. To ensure a fair and consistent experience for all candidates, we also ask that you refrain from contacting the client or its staff directly regarding this opportunity.