



# ***Woodland Equipment Inc.***

## **Career Opportunity**

### **CORPORATE ACCOUNTANT**

Woodland Equipment Inc. has an immediate opening for a Corporate Accountant at our head office in Kamloops, British Columbia. Qualified candidates who have previous accounting experience in heavy industrial retail operations and/or resource-based operations may be given priority consideration.

#### **COMPANY PROFILE**

Woodland Equipment Inc. was originally established in 1980 under the registered name Woodland Heavy Equipment Parts Ltd. The company began as a small operation selling used and after-market parts and rebuilt components for the heavy forestry equipment sector. In the late 1980s the company re-registered its name as Woodland Equipment Inc. to rebrand itself as not only a provider of heavy equipment parts and components but also as a dealer for heavy machinery.

Today, Woodland Equipment operates from five locations in British Columbia (Kamloops, Vernon, Cranbrook, Prince George, and Fort St. John), employs approximately 40 regular full-time staff across those branches, and has a diversified customer base which includes independent to larger-scale logging contractors, mills (lumber, pulp, and bioenergy), municipalities, First Nations organizations, heavy construction companies, and a variety of unique resource industry businesses. Our heavy equipment lines include Hyundai, Peterson, Eltec, and Barko, and our sales territory currently focuses on British Columbia and Alberta.

Please visit our website and links to our social media pages at [www.woodlandequip.com](http://www.woodlandequip.com) for more information about our company.

#### **POSITION OVERVIEW**

Reporting to the company President and Corporate General Manager, the Corporate Accountant's primary function combines cost/management accounting activities, financial accounting activities, and bookkeeping activities to culminate in the finalization of monthly financial statements at both the branch level and overall (aggregate) company level.

The individual selected for this position will also monitor the presentation and flow of information received from staff, customers, vendors, banks, lending institutions, governments, and other parties who impact the company's accounting function, and will look for ways to improve acquisition, storage and security of such information. Specific activities include but are not limited to:

- Ensuring accounting-related records (invoices, statements, purchase orders, etc.) from branches are thoroughly and properly assembled and forwarded to head office in a timely manner for processing
- Maintaining and enhancing methods for efficient and effective security, storage and retrieval of accounting information for those who need access (management, external accountants, auditors, etc.)

- Implementing or maintaining policies and procedures to ensure historical accounting data is appropriately stored, secure, and easily retrievable in both digital and paper format
- Working closely with parts, service and sales departments on all matters that affect the accounting function

The Corporate Accountant is complimented by a small team of internal staff and external parties who carry out activities in accounts payable, accounts receivable, electronic banking, payroll, technology support, and year-end accounting & income tax preparation.

## **DUTIES AND RESPONSIBILITIES**

### **Accounting for Heavy Equipment**

- Account for costs of machines sold or rented to customers or shipped in and held for inventory, including but not limited to:
  - Initial purchase invoices from suppliers
  - Currency exchange on machines imported from outside of Canada
  - Freight costs, including brokerage for cross-border transportation
  - Additional manufacturing and preparation costs
  - Interest and financing costs
  - Internal parts and service costs incurred to prepare machine for sale or rentals
- Account for machine value changes due to age, accounting depreciation, market conditions, physical condition, wear and tear, and historical experience (ex. number of breakdowns or warranty claims)
- Account for warranty claims and reserves
- Calculate and monitor machine profitability trends for analysis and reporting to Management

### **Accounting for Parts and Attachments**

- Account for costs and quantities of parts and attachments, including but not limited to:
  - Initial purchase invoices from suppliers
  - Currency exchange on parts imported from outside of Canada
  - Shipping and receiving costs
  - Costs associated with assembling larger inventory items (ex. grapples, attachments), including costs of smaller parts and labour required to assemble such items
- Work with Parts department to monitor inventory quantities, markups, discounts, and profitability
- Review parts invoices for proper coding of inventory items and cross-referencing to inventory codes in accounting system
- Account for inventory losses, value changes, and obsolescence
- Account for parts core returns (incoming and outgoing)
- Calculate and monitor parts profitability trends for analysis and reporting to Management

### **Accounting for Service Department**

- Account for costs associated with company service department functions, including:
  - Parts, labour, travel and expenses for service work on customer machines
  - Parts and labour for service work on machines held in inventory (maintenance, preparation for sale or rental)
  - Parts and labour for service work on company service vehicles
- Account for warranty claims submitted by service department to dealers
- Account for labour recovery costs to monitor profitability of service department

### **Intercompany Transactions**

- Account for related company transactions which may include property rents, management and administration fees, and intercompany / shareholder loans

### **Sales Taxes**

- Calculate monthly GST and PST remittances
- Review monthly sales and purchases for items which may require sales tax adjustments (ex. self-assessment for PST-taxable transactions)

### **Banking**

- Complete monthly reconciliations for corporate bank and credit card accounts
- Account for wire transfers, electronic fund payments, and foreign currency exchanges

### **General Ledger and Financial Statements**

- Complete bookkeeping entries in company GL for purposes of preparing monthly financial statements, including:
  - Machine sales and rental revenues
  - Parts sales and returns
  - Cost of goods sold (machines and parts)
  - Operating expenses
  - Payroll expenses
  - Financing expenses
  - Capital gains and losses
  - Irregular gains and losses
- Allocate revenues and expenses to branches for purposes of creating both branch-level financial statements as well as high-level consolidated financial statements
- Prepare, review, and distribute monthly financial statements to senior management personnel

### **Accounts Payable and Accounts Receivable**

- Monitor procedures, coding, and data entry carried out by accounts payable (A/P) and accounts receivable (A/R) personnel, ensuring thoroughness, accuracy, efficiency, and compliance with internal policies and processes
- Provide information, coaching and guidance to A/P and A/R personnel as required
- Post data provided by A/P and A/R personnel to the company's general ledger

### **Payroll**

- Obtain monthly payroll information (wages and deductions) from company payroll personnel and post provided data to the company's general ledger

### **Miscellaneous**

- Manage petty cash fund and corporate Visa credit card
- Prepare and distribute expense reimbursement payments to staff
- Consult with external CPA regarding intricate transactions, company year-end, and other matters as required
- Liaise with government auditors and other representatives as required
- Review financial statements with Management to identify efficiencies, deficiencies, anomalies, and other items requiring attention

- Monitor overall flow of all financial activities throughout the company, and make recommendations for changes or improvements where applicable
- Ensure the organization is operating in a legal and ethical manner in all accounting practices
- Liaise with company banking relationship manager regarding capital and operating loans and lines of credit
- Liaise with computer accounting system technical support and general IT support personnel as required

### **QUALIFICATIONS**

- Canadian CPA designation, or close to achieving CPA designation combined with strong relevant work experience.
- Experience in both cost/management accounting and financial accounting
- Working knowledge of accounts payable, accounts receivable, and payroll
- Experience in accounting for foreign currency transactions
- Computer skills including Windows, MS Word, MS Outlook, and especially MS Excel
- Overall comfort with using digital and/or online applications for accounting, banking, and accessing vendor applications and databases
- Exceptional interpersonal skills, including willingness/ability to coach and train others
- Outstanding analytical and problem-solving skills
- Enthusiasm and willingness to develop, implement, monitor and evaluate changes to accounting policies, procedures, and systems (paper or digital) to align with company goals and strategy
- Willingness to put in extra time as required, particularly around month-end and year-end, to ensure timely preparation of financial statements
- Previous experience with Adagio and/or Island Micro Systems applications an asset

### **APPLICATION INSTRUCTIONS**

Qualified individuals who are interested in this position are encouraged to forward a detailed resume and introductory cover letter, **including compensation expectations**, to:

**Woodland Equipment Inc.  
2015 W. Trans Canada Hwy  
Kamloops, BC V1S 1A7  
Attn: Don Anderson**

Email: [danderson@woodlandequip.com](mailto:danderson@woodlandequip.com)

This position will remain open until filled and will close without notice. Please email Don Anderson at the above email address if you have any questions. NO PHONE CALLS PLEASE.