



## **Job Opening** **Financial Accounting Manager**

Graceway Supermarkets is seeking to hire an experienced Financial Accounting Manager.

### **Job Summary**

The Financial Accounting Manager is primarily responsible for leading a team of bookkeepers and ensuring that all transactional accounting processes are performed accurately and on a timely basis. The role is a senior member of the Finance team, reporting into the Financial Controller of Graceway Supermarkets, and is expected to play a leadership role in the continuous development of the finance team, accounting systems and our financial processes to improve our efficiency, our ways of working, and our financial controls.

### **Key Duties/Responsibilities**

- Responsible for the overall management of colleagues within the Financial Accounting team, promoting effective prioritization of workloads, delegation, professional development, cross training, and talent succession planning. Ensure appropriate resources and team culture are in place to deliver a high standard of accuracy and that resources are efficiently utilized.
- Responsible for managing all transactional accounting processes within the Financial Accounting Team, including accounts payable, accounts receivable, weekly payroll, cash reconciliations and sales reporting.
- Responsible for managing detailed review and reconciliation of general ledger accounts on a regular basis to ensure accuracy of accounting records.
- Detailed review of weekly payments to local and international vendors as well as weekly payroll cheques.
- Preparation of best-in-class, accurate and timely balance sheet reconciliations. Investigation and proactive resolution of all significant reconciling differences.
- Monthly review of receivable balances and determining action required in relation to overdue balances.
- Timely and accurate contribution to the preparation of financial analysis, forecasts, budgets, cashflows and other key management information as required.
- Promptly respond to credit card chargeback queries as required.
- Ensure the team are encouraged in their learning and development needs, setting objectives, coaching, and providing constructive feedback through regular one-to-ones.
- Continuously work to implement and improve accounting processes and procedures to drive team and business efficiencies, improving control and insight for the business and reducing workloads and the risk of errors
- Support the audit process to ensure an efficient and clean annual audit.
- Be an ERP and Finance system super-user, and the Finance go-to person for business-led projects that impact on the Financial Accounting Team.
- Support or lead other ad-hoc accounting related projects as required.
- Drive control and improvements to processes and utilization of the finance system.

### **Qualifications, Experience, Personal and Leadership Characteristics**

- ACA/ACMA/ACCA/CPA professionally qualified with a minimum of 2 years post qualification experience in a financial analysis/financial reporting position.
- Experience leading teams, with a track record of developing people and creating a culture of high performance where team members are motivated to do their best.
- Has a positive attitude to Change and embraces new ideas and ways of working.
- A pragmatic individual with strong communication skills (written and verbal), who is confident and a self-starter.
- Has high standards of professionalism and accountability.
- A proven track record of being hands on within a finance function.
- Prior experience working in retail or similar consumer facing business.
- Comprehensive knowledge of general ledger accounting, the function of financial accounting systems, and working knowledge of common financial systems such as Sage

Salary attached to this position is commensurate with qualifications and experience. Interested persons should submit their Resume and Cover Letter to: Human Resources Manager | Email: [hr@gracewaysupermarkets.com](mailto:hr@gracewaysupermarkets.com) or Hand-deliver to Graceway Supermarket's Main Office Upstairs IGA Supermarket | Graceway Plaza, Leeward Highway | Phone: 649-941-5000.

**Closing Date: December 1, 2023**

