

JOB TITLE: Staff Accountant

TERM: Full Time

PAY RANGE: \$58,800 – \$66,000 per year

LOCATION: Kelowna, BC

APPLICATION SUBMISSION DEADLINE: Open until filled

BigSteelBox is seeking a **Staff Accountant** to join our team at the Central Support Office in Kelowna. This is a full-time position that offers a competitive base salary (based on experience), annual profit sharing, a comprehensive benefits package, and a company-matching RRSP program after three months of employment.

Upon successful completion of the probationary period—and subject to employee suitability and operational requirements—a flexible work arrangement may be available, allowing for a combination of work in-office (minimum three days per week) and work from home.

Are you looking to gain experience in accounting?

Do you have an analytical mindset and excellent organizational skills? Are you eager to grow and learn across all areas of accounting? If so, this could be the opportunity you've been waiting for.

Reporting to the Controller, you'll take on exciting challenges in a high-growth and evolving environment. You'll work closely with our accounting team to ensure accurate posting of financial information and support various finance functions.

BigSteelBox is proud to be certified as a **Great Place to Work®**, based on direct feedback from our team. We're committed to building a culture where people feel valued, supported, and connected. You'll be part of a team that balances strong camaraderie with a shared commitment to delivering exceptional service.

What We Offer:

- Competitive base salary (commensurate with experience)
- Annual profit share plan
- Comprehensive benefits package
- Company-matching RRSP (after 3 months)
- Flexible hybrid work option (after probation)
- Opportunities for professional growth
- A meaningful, values-driven workplace

EXPERIENCE AND QUALIFICATIONS:

- Completion of a post-secondary business degree with a focus in accounting
- Newly graduated CPA's or those pursuing their CPA
- Or an equivalent combination of education, training and experience
- Working knowledge of generally accepted accounting principles and procedures
- 1-3 years of related work experience
- Proficient with ERP systems and Excel
- Able to prioritize work effectively
- Report writing is considered an asset
- Supervisory experience is considered an asset

PRIMARY RESPONSIBILITIES:

- Month-end postings to sub-ledgers and general ledgers
- Account, sub-ledger, and general ledger reconciliations
- Assist with the preparation of monthly financial statements up to the point of review
- Reconciliations
- Remittances (Federal and Provincial)
- Fixed asset management
- Support the inventory control function
- Support the Accounts Receivable department
- Support, and provide back-up to the Accounts Payable department
- Maintain accurate files and records
- Other finance-related duties as required
- Data analysis and report writing

REQUIRED SKILLS/CORE COMPETENCIES:

- Excellent verbal and written communication skills
- Provide excellent customer service to internal and external stakeholders
- Be organized and work well under pressure
- Conscientious & attention to detail is essential
- Handle high-volume and repetition
- Teachable & a team player
- Self-motivated & energetic
- Proficient in Outlook, Word, Excel

At BigSteelBox, we offer more than just a job — we offer a career in a company that cares deeply about its people, customers, and communities. Visit www.bigsteelbox.com to learn more about our values and what sets us apart.

Apply today – it could be the best decision you make!

We thank all applicants in advance; only those selected for an interview will be contacted.