



Accounting & Finance

EMC is presently seeking a motivated Accounting & Finance team member to support our growing financial requirements. The Accounting & Finance team member will work directly and coordinate with the Vice President & General Manager and Accounting team to perform the financial duties on various projects of the Excellence in Manufacturing Consortium.

About Excellence in Manufacturing Consortium (EMC)

EMC has grown to become Canada's largest manufacturing consortium and, with over one thousand industry events annually, is one of the most active manufacturing organizations in North America. For more than a quarter-century, EMC has been responsible for contributing significant knowledge, expertise and resources towards the success of over 13,000 consortium and online member manufacturers, representing every province across Canada. EMC's total manufacturing audience includes 40,000+ employers and 600,000 manufacturing employees.

Manufacturing is a key component of Canada's output and overall economic well-being. Pre COVID-19, the manufacturing sector provided jobs for over 1.7 million people (9% of the Canadian workforce), comprised more than 10% of Canada's GDP and accounted for 68% of Canada's merchandise exports. Since March, when the impact of COVID was felt across Canada and worldwide, the manufacturing sector continues to show signs of recovery. EMC needs to ensure its projects and programs that help Canada's manufacturing sector adapt to disruption and succeed in today's new normal.

Duties and Responsibilities:

- Record keeping for all financials including Accounts Receivable and Accounts Payable, nationally.
- Creation and monitoring Budgets and Forecast reports including reporting to government on a quarterly basis

Education, Experience and Requirements:

- The ideal candidate will have completed post-secondary education in Business or other related field; OR commensurate experience and/or equivalent knowledge and abilities.
- 2-5 years work experience as bookkeeper or accounting administrator
- Proficient in Simply Accounting, Microsoft Office, particularly Microsoft Excel.
- Government Funding experience, an asset.
- Legally able to work in Canada.

Essential Functions:

- Critical thinking skills and attention to detail and accuracy
- Knowledge and ability to adhere to accounting rules, standards and principles
- Sound judgment regarding confidential and sensitive matters
- Strong interpersonal, communication and organizational skills
- Strong work ethic and ability to work independently and as part of a team

How to apply:

Those interested in this full or part-time contract opportunity should submit a resume outlining your experience, skills and why you believe you are the best person to **Amanda Doman**, VP & General Manager via email to adoman@emccanada.org.

