



## Accountant - Job Description

**Job Title:** Accountant

**Location:** Salmon Arm BC (on-site at our Salmon Arm manufacturing facility) or Burnaby BC (on-site at our Burnaby office with travel to Salmon Arm twice per month for maximum two days per trip)

**Salary:** \$65,000 – \$85,000 annually

**Employment Type:** Full-time, Permanent

We're seeking a dedicated, hands-on Accountant to join our team and take ownership of our financial operations. This is an excellent opportunity for a CPA (or CPA-eligible) professional who enjoys working in a dynamic small-business environment with direct impact on company success.

Enjoy the lifestyle perks of the Shuswap—lakes, outdoor activities, and a tight-knit community—while building a stable career.

### Key Responsibilities

- Manage full-cycle accounting: accounts payable, accounts receivable, payroll processing, and general ledger maintenance.
- Prepare accurate monthly/quarterly financial statements, including balance sheets, income statements, and cash flow reports.
- Handle inventory costing, job costing, and manufacturing-related financial tracking (e.g., variances, overhead allocation).
- Perform bank reconciliations, month-end close processes, accruals, and journal entries.
- Assist with budgeting, forecasting, and variance analysis to support management decision-making.
- Prepare and file corporate tax returns, GST/PST remittances, and ensure compliance with CRA and provincial regulations.
- Support annual audits, provide documentation, and liaise with external auditors/accountants as needed.
- Monitor cash flow, manage vendor payments, and identify cost-saving opportunities.
- Maintain accurate financial records using accounting software and contribute to process improvements.
- Handle ad-hoc financial analysis and reporting for the owner/management team.



## Qualifications & Requirements

- Designated CPA (Chartered Professional Accountant) or actively pursuing designation (CPA students with relevant experience considered).
- 3+ years of progressive accounting experience, preferably in manufacturing, small/medium business, or a related industry.
- Strong knowledge of Canadian GAAP, tax regulations, and payroll requirements.
- Proficiency in accounting software (e.g., QuickBooks, Sage, Xero, or similar); Microsoft Excel advanced skills required.
- Experience with inventory/cost accounting is a strong asset.
- Excellent attention to detail, organizational skills, and ability to meet deadlines in a fast-paced environment.
- Self-motivated team player who thrives with autonomy and minimal supervision.
- Eligible to work in Canada and travel to USA without restrictions; local to Salmon Arm/Shuswap area preferred (or willing to relocate/travel).

## What We Offer

- Competitive salary range of \$65,000–\$85,000, based on experience and qualifications.
- Comprehensive benefits package including extended health and dental coverage.
- Supportive, collaborative work environment with opportunities for growth.
- Work-life balance in one of BC's most scenic regions—close to lakes, hiking, and year-round recreation.

## About Talius

Talius is North America's premier manufacturer of premium Rollshutters, Retractable Habitat Screens™, Awnings, and FlyScreens. Our Rollshutters deliver unmatched security and peace of mind, protecting homes and businesses against vandalism, break-ins, and severe weather. Our Retractable Habitat Screens™ reduce solar heat gain by up to 50%, helping buildings stay cooler and cutting air-conditioning costs dramatically. Talius Awnings and FlyScreens transform outdoor spaces, making them more comfortable, usable, and enjoyable throughout the seasons.

Discover why architects, builders, and property owners across North America trust Talius for innovative shading, security, and comfort solutions at [www.talius.com](http://www.talius.com).

## How to Apply?

- Excited to start your journey with Talius? Send your resume and LinkedIn profile link to [HR@talius.com](mailto:HR@talius.com)