

ACCOUNTING ASSISTANT

COMPANY DESCRIPTION

4iiii Innovations Inc. (4iiii) is a Canadian sports technology company based in Cochrane, Alberta. 4iiii is a diverse collaborative team dedicated to improving personal performance through the development of superior training tools, including cycling power meters and heart rate monitors for the outdoor and indoor cycling and fitness markets. The company strives to produce the best quality and performing equipment in the industry at the best price point for our OEM partners and direct customers so that every athlete can gain the benefits of better training.

We're seeking an **entry-level permanent full-time Accounting Assistant** to join our team in Cochrane, Alberta.

4iiii Innovations offers a competitive compensation and benefits package in a fun, fast-paced and exciting industry. 4iiii employees have access to industry discounts from leading brands, race entry discounts, and of course 4iiii products. If this sounds like something that interests you, read on!

DEPARTMENT SUMMARY

- Ensure daily and monthly transactions are recorded accurately on a timely basis in accordance with approved accounting policies and procedures. Implement and follow strong internal controls throughout the company
- Provide timely accounting information to serve as the basis of financial reports prepared for the management team so strategic decisions with respect to budgeting and forecasting can be made
- Responsible for tax and reporting functions

ROLE SUMMARY

The Accounting Assistant is primarily responsible for supporting full-cycle accounting and month-end reporting. This role also assists in improving reporting processes and ensuring accurate, timely financial information to support business decision-making.

RESPONSIBILITIES AND DUTIES

- Support full-cycle accounting, including transaction recording and account reconciliations
- Process and distribute invoices from the ERP system
- Record customer payments
- Monitor accounts receivable and follow up on past-due accounts
- Prepare and issue customer statements as required
- Review, code and enter freight invoices, investigating variances or outliers
- Monitor credit card and carrier account balances, including reconciliations
- Assist with preparation and continuous improvement of month-end reporting
- Contribute to process improvements to enhance efficiency and reporting quality
- Other duties, relevant to the position, shall be assigned as required

QUALIFICATIONS AND SKILLS

- Basic understanding of full-cycle accounting principles
- 1-2 years of experience in the accounting field

The logo for 4iiii, featuring the number '4' followed by three lowercase 'i's, all in a bold, black, sans-serif font.

- Diploma in Accounting, or related program
- Strong analytical and problem-solving skills
- Advanced proficiency in Microsoft Excel and/or Google Sheets
- Previous experience using an ERP program is an asset
- Excellent attention to detail and high level of accuracy
- Strong organizational skills with the ability to prioritize and meet deadlines
- Proactive mindset with a sense of ownership and accountability
- Ability to work independently and as part of a team in a fast-paced environment

WORKING CONDITIONS AND ADDITIONAL DETAILS

- 4iiii is based in Cochrane, Alberta. This role works under a hybrid model of 1 to 2 days per week in the office. The majority of training will occur in Cochrane.
- Salary range is \$45,000 to \$50,000 per annum

If you're interested in this opportunity, please email hr@4iiii.com with a cover letter and resume. We thank all applicants for their interest, however, only those selected for an interview will be contacted. For more information please visit: www.4iiii.com