



HEALTHCRAFT

JOB DESCRIPTION

ARE YOU OUR NEXT

REMARKABLE TEAM MEMBER?



EVERY SPACE
A SAFER PLACE

JOB DESCRIPTION: Accounting Generalist
Business: Home Medical Assistive Products Manufacturer

Are you a roll up your sleeve individual with an entrepreneurial spirit that can truly shine in many finance / administrative and accounting lanes but right now you feel stuck in a narrow lane? HealthCraft Group has a great opportunity and is looking for an **Accounting Generalist** to join our growing team.

WHO WE ARE:

HealthCraft Group is a leading Canadian based designer and manufacturer of fall prevention safety solutions for loved ones at risk of a fall in their living space. You will find our products worldwide in over 25 countries helping millions of loved ones daily to protect and extend their potential. Put simply, we are on a mission to make every space a safer place.

WHERE WE ARE HEADING:

HealthCraft is in growth mode and building for the future, which is where you come in. We are searching for an **Accounting Generalist** with wide experience who can bring this mission-critical position to the next level and beyond. Buckle up, the position is fast paced and demanding with expectations that you fit and thrive within our unique HealthCraft culture. Come to work every day knowing that what you do matters. HealthCraft changes lives, let it change yours. If you think you fit and have grit, continue reading.

YOU ARE SPECIAL BECAUSE YOU ARE:

- A forensic problem solver who keeps looking until you find the answer
- Able to strive in a fast pace, dynamic, high transactional volume environment
- Experienced and comfortable with professional collaboration with CEO's, COO's and CFO's
- That person that has always had a love for numbers, finance, budgeting and planning, the envy of your friends because you manage your personal finances like a small business
- Tech-savvy
- A person that values personal and professional integrity

- Constantly learning and elevating yourself
- Highly organized, detailed and disciplined
- A demonstrated team player who wants to come to work each day to contribute and know what you do matters, prepared to jump in and help where and when needed
- Perhaps currently held back in the realization of your career potential

YOU ARE NOT:

- A “status-quo is good enough” kind of person

YOUR EXPERIENCE SHOULD INCLUDE:

- A minimum of 3 to 5+ years of progressive, hands-on accounting experience in a small to medium sized business environment
- Post secondary education in Accounting, Finance or equivalent discipline
- Payroll administration including government remittances
- Compliance filings (HST, EHT, WSIB)
- Employee Benefit program management
- Corporate credit card and employee expense reconciliation
- Maintenance of general ledger, journal entries and financial statement preparation to trial balance
- Bank Reconciliation
- Budgeting and forecasting
- Accounts Payable and Accounts Receivable management
- International vendor payment management
- Effective communication skills, English; verbal and written

BONUS POINTS IF YOU HAVE ANY OF THESE:

- Experience in ERP software system “Odoo” and payroll software “EasyPay”
- Insight into HR management
- Familiarity with regulatory compliance; Ministry of Labour, Employment Standards Act, Accessibility Canada Act, FDA, Health Canada
- Experience working with ISO, quality assurance systems
- Experience working in a Lean Manufacturing environment
- Creative passion(s) such as musical instruments, visual arts, written word
- A competitive spirit that strives for the best in everything
- A team player that knows and understands the importance that winning as a team brings to a group

- Experience with assistive products or care for older adults / accessibility
- A community service / volunteering history

JOB RESPONSIBILITIES

- Responsible for general ledger and journal entries
- Close month: prepayments, accruals, bank reconciliations and trial balance sheet reconciliations
- Understand full statements; adjusted trial balance, income statement, balance sheet
- U.S. and Canadian Bank account reconciliations
- Calculate and process bi-monthly payroll (40 employees)
- Manage employee benefit program; updates, deductions
- Preparation of monthly government remittances; WSIB, EHT, Source
- Quarterly HST filings and month-end reconciliations
- Work closely with Procurement to ensure inventory reporting, adjustments and cycle counts are accurate
- A/P; audit, enter, process, and pay vendor invoices (collaboratively work closely with Procurement)
- A/R; prepare and send customer statements, collection of customer payments, post payments (collaboratively work with Sales and Customer Service)
- Prepare bank deposits, wire and electronic transfers, and credit card payments
- Employee expense and corporate credit card reconciliation
- Work with CFO to calculate fixed assets and depreciation
- Assist COO with budget preparation and forecasting
- Daily tracking and reporting of revenue and expenditures
- Responsible for petty cash and reconciliation
- Ensure compliance with accounting standards and regulations
- Compliance with all HealthCraft policies and procedures
- With respect to the above duties, ensure the established process and policy is adhered to, reporting any discrepancies to the Controller and COO

TOTAL COMPENSATION & CARE:

- **Base Salary:** Dependent on experience and demonstrated performance, ranging from \$55,000 to \$65,000 per year
- **Performance Profitability Award:** based on business success and contribution
- **Formal training:** Budget each year based on growth plan
- **Informal training:** Personal development one-on-one & group coaching/mentoring from Management, Leadership Team and outside experts on topics such as health & wellness, communication & personality type awareness (DISC), organizational skills and more
- **Health Insurance:** A comprehensive Employee Benefit Program which includes; Health, Dental, Vision, and confidential Employee Assistance Program (EAP) which includes mental & financial health planning & counseling for you and your family
- **Income Protection:** Long term disability, life insurance and sick / personal time
- **Paid Time Off:** 4+ weeks: provided as 15 Vacation Days, 3 Paid HealthCraft Personal Days & 3 Common Paid Team Days
- **Paid Statutory Holidays:** 9 Days
- **Social Time:** Frequent Team events such as Live Music Jam sessions, personal development training, Coffee & Donut “meet your teammates” sessions, Team BBQ’s and lunches, Pancake Breakfasts, & Team Spirit Activities
- **Team Services:** We are a community that looks for opportunities to help with making your life work balance better
- **Parking:** free on-site parking
- **Meaningful and Challenging Work:** An opportunity to work and grow with one of our industry’s top awarded, most innovative companies; one that is making a difference in millions of lives
- **Curated intentional Culture:** A remarkable and intentional organizational culture focused on learning, growth, engagement and communication

WORKPLACE:

- Manufacturing Environment
- Disciplined / Quality Assurance ISO13485:2016 workplace
- Team Culture; Core Purpose and Core Value driven culture with a monthly measured world class attained employee net promoter score. (eNPS)

ABOUT HEALTHCRAFT:

OUR PURPOSE:

“To Protect and Extend Human Potential” We are committed to being the best organization on planet earth at connecting passionate people, progressive ideas and effective product solutions to end the epidemic of preventable fall injuries and deaths in the living spaces of the world.

OUR CORE VALUES:

- New Day. New Ideas: Continuous Improvement
- Keep Giving. Keep Growing: Teamwork
- Small Detail. Big Impact: Quality
- Say hello. And then some: Care

OUR BRAND PROMISES:

- **SIMPLICITY:** You will find a thoughtful, professionally curated collection of products that are effective and work
- **SAFETY:** Your living space (and you) will be made safer, and...
- **PEACE-OF-MIND:** We will help you figure out the details with a collection and community of knowledge to guide you

HealthCraft promotes the principles of diversity and inclusion. We encourage applications from women, people with disabilities, Aboriginal peoples and persons of all races, ethnic origins, religions, sexual orientations, and gender identities and expressions. HealthCraft provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation.

We would love to discuss this opportunity with you. To start the conversation please email your resume to [**jobs@healthcraftproducts.com**](mailto:jobs@healthcraftproducts.com)