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## THE COMPANY

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Litostroj Hydro Inc., a rapidly growing subsidiary fully owned by the Wikov Group, is a key player in the hydropower sector. Our approach is marked by a unique style focused on simplicity and efficiency. Strong relationships with various stakeholders are at the core of our projects, and we work with passion and authenticity to achieve our goals. In daily operations, Litostroj Hydro Inc. collaborates closely with a wide network of partners across Canada, the United States, and Europe.

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## ROLE SUMMARY

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The Accountant is responsible for the integrated management of the organization's accounts payable, payroll and required filings, and treasury functions. This role oversees the accounts payable and payroll cycles, ensures the reliability of related financial information, and regulatory compliance for Litostroj Hydro.

The position serves as an operational link between the accounting team, the Project Cost Controller, the Finance Department, and Human Resources.

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## KEY RESPONSIBILITIES

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### 1. Accounting Cycle

- Perform and oversee daily accounting transactions, especially in the accounts payable and payroll areas.
- Maintain responsibility for accounts payable, payroll, treasury functions, and proposing journal entries related to those matters.
- Prepare general ledger reconciliations related to the areas mentioned in this position description.
- Maintain the accuracy and integrity of financial data.

### 2. End-to-End Payroll Management

- Process full payroll cycles (hourly, salaried, unionized employees, and management).
- Validate salary calculations, overtime, bonuses, taxable benefits, leave, and statutory deductions.
- Manage payroll adjustments, corrections, retroactive payments, and indemnities.
- Oversee time and attendance systems and validate timesheets.

### 3. Financial Reporting

- Assist in preparing monthly, quarterly, and annual financial statements and appropriate supporting information, subsidiaries, and schedules.
- Produce payroll-related reports (labour costs, analyses, payroll-to-GL reconciliations).
- Analyze variances (actual vs. budget) and provide clear explanations to management.
- Maintain and continuously improve financial and payroll closing schedules.

### 4. Compliance, Internal Controls, and Audits

- Ensure compliance with payroll and employment regulations (Labour Standards, CNESST, source deductions, etc.).
- Oversee government filings, including:
  - GST/QST, source deductions, T4s, RL-1 slips, and payroll remittances.
- Prepare documentation required for internal and external audits or reviews.
- Implement and maintain effective internal controls with the assistance of the accounting team.

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#### **5. Team Leadership and Development**

- Assign tasks, provide technical support, and ensure deadlines are met.
- Participate in recruitment, onboarding, and performance evaluations.
- Promote skills development and best practices.

#### **6. Budgeting and Management Analysis**

- Contribute to the preparation of budgets and financial forecasts.
- Monitor labour costs and analyze their financial impact.
- Prepare management reports to support decision-making.

#### **7. Systems and Process Optimization**

- Improve and standardize accounting and payroll processes.
- Participate in the implementation, upgrade, or optimization of ERP, accounting, and HR/payroll systems.
- Document internal procedures and ensure consistent application across the organization.

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## **QUALIFICATIONS**

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### **Education and Experience**

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field is preferred.
- Minimum of 8 years of relevant experience in accounting and payroll management.
- Associate's degree in accounting, Finance, Business Administration, or a related field is a minimum.

### **Skills and Competencies**

- Strong expertise in financial accounting and payroll management.
- Excellent knowledge of accounting standards and payroll-related legal requirements.
- Proficiency with accounting and payroll software.
- Ability to prepare and analyze complete financial statements.
- Strong leadership and sense of accountability.
- High level of accuracy, discretion, and confidentiality.
- Excellent communication skills with the ability to explain financial information clearly.

- Ability to manage multiple priorities in deadline-driven environments.
- Bilingual (French/English): excellent command of English, both spoken and written, is essential. The position requires regular communication with clients and partners in other Canadian provinces, the United States, and Europe.

**Assets**

- Payroll certification (e.g., PCP – Payroll Compliance Professional).
- Knowledge of the Acumatica software.

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**WORK CONDITIONS**

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- Permanent full-time position, 40 hours per week.
- Dynamic and collaborative work environment with stimulating challenges in an international context.