



Job Title: Accounting Supervisor

About us:

JOYA is a fresh and innovative grower and distributor of top-quality plant products. We are a wholesale supplier to our retailers on the west coast of North America. When it comes to plants we offer a huge selection of perennials, trendy succulents, vegetables and fruits, culinary collectables and more. Our knowledgeable team is dedicated to bringing joy and colour to the world through the beauty of unique and quality plants.

The Job:

The Accounting Supervisor is responsible for leading and overseeing the accounting department. They will ensure the production of timely, accurate financial records.

This position can be part-time or full-time.

About you:

- You have two years plus of leadership experience skills gained through previous roles in a supervisor, manager or team lead capacity and you work well both independently and within a team
- You are proficient in English, both spoken and written
- You are experienced in full-cycle accounting (A/R, A/P, banking, posting journal entries and accruals, financial analysis) and can implement control procedures
- You carry a Canadian CPA designation, or are actively working towards it
- Preferably, you are familiar with QuickBooks
- You are adaptable, work well in a small office environment and can make quick decisions within a fast-paced environment
- Must be able to supervise and coordinate workflow within the accounting department and can cope with seasonal workload changes.



- Must have problem-solving, organizational, and analytical skills.
- Attention to detail is a must for this position.

RESPONSIBILITIES AND DUTIES:

- Oversees Accounts Payable, Accounts Receivable along with all other accounting functions
- Ensure accounts receivable are collected and accounts payable are paid in a timely manner
- Provides guidance and mentorship to accounting team
- Implements internal controls to ensure accuracy of financial statements
- Produces month end and year-end financial statements
- Assists other teams with ad hoc requests