



Transform challenges  
into possibilities

**Our vision :**

To grow Uni-Select into one of North America's leading automotive organizations.

**Our mission :**

Develop the best distribution methods for spare parts, tools, equipment and accessories for motorized vehicles.

## POSITION OPENING

**DIVISION:** Corporate Finance , Amherst NY

**TITLE OF POSITION:** Chief Accountant

**IMMEDIAT SUPERVISOR :** Controller

*The position is located in Amherst, NY. The incumbent will be responsible for the following activities.*

**DUTIES:**

*The **Chief Accountant** position will involve all aspects of accounts, treasury, audit control, annual reporting, system control and supervision. The Chief Accountant ensures that daily, weekly, monthly, quarterly and yearly accounting functions are performed in an accurate and timely manner. This includes recording complex accounting entries in the General Ledger and performing various accounting tasks necessary to maintain meaningful and accurate financial records in compliance with established internal and external policies and regulations.*

*Job responsibilities include, but are not limited to:*

- *Management of the Accounts Payable function. This includes oversight, review and reconciliation of vendor invoices; expense report processing; and, performing account reconciliations*
- *Management of the Accounts Receivable function. This includes generating period financial reports; monitoring and reporting on daily bank account activities and other traditional treasury functions; and processing billing*
- *Maintaining fixed asset records, Handling financial-related audits, Researching financial data inquiries, Preparation of Financial Statements, Reporting Expense Budgets versus Actual Comparisons*
- *Duties will also include: preparing various financial reports; general bookkeeping & journal entry preparation, developing accounting procedures and policies; and training and cross training department employees*
- *Planning, assigning, directing and monitoring work flow; participating in cross functional teams as needed; assisting and collaborating with organizational managers on Uni Select USA's accounting policies and procedures*
- *Conducting personnel performance appraisals; addressing subordinates' complaints and resolving problems*

**REQUIREMENTS:**

- *Successful candidates will possess a minimum of 5 years of supervision experience in an Accounting or similar environment.*
- *A Bachelor's Degree in Business or Accounting is required, CPA preferred.*

**PERSONAL SKILLS**

- *Candidates must be a self motivator, who sets and achieves high standards.*
- *Must be detail oriented and work effectively independently or as a member of a team.*
- *Above average customer service, communication and organizational skills, data entry and analytical skills required. Microsoft Office experience with a high proficiency with Excel*