



A. HARVEY & CO. LTD

JOB POSTING – STAFF ACCOUNTANT

The Company

A. Harvey & Co. Ltd. is a privately owned Newfoundland company which provides a wide range of services, many of which are marine and logistics oriented. Included within the A. Harvey & Company Ltd. umbrella are the Offshore Marine Base, Harvey Autocarriers, Argentia Freezers and Terminals, Harvey Salt, and A. Harvey Logistics. The company is also affiliated with Browning Harvey Ltd. and Harvey's Oil Ltd.

The Role

The company has an opening for a full time, permanent Staff Accountant located at the A. Harvey & Co. Ltd. office at 60 Water Street. In this role, the Staff Accountant will directly support the day to day accounting functions for the division of Harvey Auto Carriers and general accounting support as may be required within A. Harvey & Company Limited.

Duties required by this position are, but not limited to, the following:

- Maintain general ledger accounts;
- Accounts Payable/Receivable processing when required;
- Financial Statement Analysis;
- Supporting documentation to facilitate yearly/monthly budgets;
- Audit file working papers;
- Broker statement preparation;
- Maintenance of Harvey Auto Carriers fixed assets subledger;
- Maintenance of Harvey Auto Carriers prepaid expenses;
- Provide accounting support to Controller and Assistant Controller as required.

Some specific responsibilities of this role include but are not limited to the following:

- Financial statement preparations;
- Maintain accounts receivable, accounts payable & the fixed assets subledger;
- HST return, International Fuel Tax Agreement return;
- Monthly journal entries;
- General ledger review and analysis;
- Any financial statement analysis requested when requested;
- Maintenance of prepaid insurance, prepaid expense accounts;
- Facilitation of Budgets - yearly and monthly revenue and expenses;
- Audit file working papers preparation;
- Keeping accounts for repairs and maintenance of equipment up to date;
- Other accounting duties as required within the A. Harvey accounting group.
- Support/Backup to Controller and Assistant Controller.

The Candidate

The ideal candidate will have the following:

- Post-secondary education in accounting (certificate or diploma) with a minimum of 5 years related experience;
- Aptitude for computers and other technology;
- Proficiency in computer applications;
- Effective written and oral communication skills;
- Strong attention to detail;
- Data Entry skills;
- Strong analytical skills;
- Self-confident individual with strong organizational skills that can prioritize and manage multiple tasks and deadlines in an efficient manner;
- Ability to provide professional and courteous service in any scenario;
- Ability to understand and work with diverse groups of people and clients;
- Teamwork skills that support a team based operation;
- Ability to work in a repetitive environment.

If you are interested in this role, please forward an application by February 16th, 2024 to:

**Human Resources Group
A. Harvey & Co. Ltd.
P.O. Box 5128
60 Water Street
St. John's, NL
A1C 5V6
Fax: 709-726-8044
Email: humanresources@aharvey.nf.ca
www.aharvey.com**

A. Harvey & Company Limited is an equal opportunity Employer. We wish to thank all applicants but only individuals invited for an interview will be contacted.