

JOB POSTING

Aspen Pharmacare Canada, a branch of Aspen Holdings, was founded in 2014 to offer the Aspen Group's expanding portfolio of pharmaceutical and consumer healthcare products to Canadians. Aspen Holdings is a South African-based supplier of branded and generic pharmaceuticals in more than 150 countries across the world, providing products renowned for their quality, efficacy and affordability. In Canada, Aspen is committed to continuing this legacy by providing high quality, branded medicines at prices that are competitive and represent fair value to our customers and patients.

Aspen Pharmacare Canada currently has an opening for the following vacancy:

Position	Regional Accountant
Reports To	CFO
Location	Oakville
Qualifications	<ul style="list-style-type: none"> • University degree in Business or Accounting • Canadian Payroll Association Certificate and/or Completed CPA designation or currently enrolled to complete in future • Experience building successful and collaborative working relationships within a global matrix organization • Demonstrated solid judgement and analytical skills through examples of making sound recommendations • Curious nature which enables you to be resourceful in the absence of information. This is further demonstrated by strong examples of researching the unknown and taking initiative to learn new information and apply it to the business. • Basic hands-on Accounting experience including Accounts Payable, Accounts Receivable, Payroll • Experience working with Cognos and SAP (finance module) • Advanced MS Excel skills required • Operates in an organized and methodical manner • Demonstrating Aspen's core business competencies, the ideal candidate will be performance driven, create the future, make sound decisions, foster consumer and customer commitment and take accountability and ownership. In addition, the candidate will have excellent professional communication skills, have the ability to influence others, demonstrate a passion for their company, continuously grow and develop and take action with integrity. • Embodies a "can-do attitude" with a "roll-up-your-sleeves" approach
Responsibilities	<u>General Accounting/ Accounts payable/Accounts Receivable</u>

- Support and maintain all financial activities and transactions within defined timelines
- Act as a liaison in AP / AR/ and Treasury team and work closely with global and local business partners to ensure processes are executed accurately and seamlessly
- Assist in preparing monthly, quarterly and year-end financial reporting metrics and comply with local and Group policies and procedures
 - Prepare reconciliations various balance sheet accounts as a control protocol
 - Perform various account analysis and updates
 - Perform required month-end, quarter-end and year-end procedures and assist in analyzing the variances.
 - Assist in preparing monthly financial statements and perform financial analysis
- Prepare quarterly forecast and perform variance analysis for payroll and benefits
- Manage processes for Accounts Payable, Accounts Receivable activities from LSP & Service hub
- Prepare and remit HST / GST / QST and reconcile GL with service hub
- Support the CFO and finance function in daily activities

Payroll Administration

- Preparation and administration of payroll for all employees, while auditing payroll processing reports for accuracy
- Ensure that all salaries are paid accurately and in a timely fashion to all employees
- Prepare journal entries and forms, such as records of employment, income tax forms, and remittances
- Handle all inquiries arising from questions about payroll
- Implement salary increases, bonuses, and so on in accordance with instructions given
- Maintain detailed records and documentation of payroll functions for audit purposes, in accordance with statutory requirements
- Ensure the payroll provider reconciles and prepare timely remittances eg; garnishments, EHT, WCB, etc.
- Reconcile all Payroll Liability G/L accounts monthly and make required adjustments
- Lead year-end activities, including Canada Revenue Agency (CRA), company RRSP year end reporting, T4 and T4A information and summaries
- Collaborate with the HR department and other departments to ensure pay and personnel records are accurate and up to date
- Maintains awareness of current payroll legislation and coordinates system parameter changes

Group Benefits Administration

- Reconcile and remit monthly group benefits premium invoice



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	<ul style="list-style-type: none">• Maintain records for RRSP contributions made by employees; liaise with service providers to ensure funds are transferred as appropriate• Ensure RRSP JE is properly performed and reconciled
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If you are interested in this position, please send your cover letter and resume with salary expectations to can.careers@ca.aspenpharma.ca . Specify **Regional Accountant** in the subject line of your email and your cover letter.

We thank you for your interest in employment with Aspen Pharmacare Canada however, only those candidates selected for an interview will be contacted.

We are committed to providing persons with disabilities equal opportunities regarding all employment activities, including access to jobs and accommodations during employment as required, in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).