



## JOB DESCRIPTION

Job Title: Accountant, KEEN Canada

Date: 4/16/2014

Reports to: Finance Manager, KEEN Canada

Department: Finance

Status: Salaried Exempt

Number of Direct Reports: 0

### General Summary:

The Accountant performs a variety of accounting duties, reporting, and supports the monthly closing cycle.

### Key Responsibilities:

#### Day to Day Accounting Activities

- Assist with banking responsibilities.
- Auditing expense reports.
- Coding of invoices.
- Work closely with Finance Manager and HQ to ensure compliance and deadlines are met.
- Assist with various aspects of monthly closing.
- Assists with filing of all commodity taxes.
- Assists with coordinating and consolidating budgets/forecasts.

#### Month End Closing

- Prepare standardized and ad hoc monthly journal entries for monthly close process.
- Analyze and perform reconciliations of general ledger accounts.
- Work closely with the Finance Manager and HQ to ensure compliance and deadlines are met.

#### Reporting

- Prepare detailed reporting packages on all Sales/Marketing, G&A expenses.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Assist and support the Finance Manager in preparing monthly and year-end financial statements.
- Monitor key metrics and prepare weekly management report.
- All other reports as needed.

#### Other

- Processing of RAs and dealing with registration of quality aspects.
- Managing timesheets and supporting the payroll department.
- Monitor and track insurance for vehicles and other company assets as required.
- Train, support and provide expertise to employees using business reporting/analysis software tools.

### Knowledge/Skills Required:

- Four-year accounting degree plus a minimum of four years of general ledger experience or two-year degree with at least six years of general ledger accounting experience required.
- Accounting designation or working towards an accounting designation desired.
- Good working knowledge of accounting principles and GAAP.
- Experience with large ERP systems (i.e. SAP, Oracle, etc.)
- Proficiency with MS Office software, including Word, Excel and Outlook. Willing to learn additional software applications as required.
- Able to manage multiple priorities and assignments with firm deadlines.
- Able to solve problems with high energy and a positive attitude.

**CREATE, PLAY, CARE.**  
IT'S A WAY OF LIFE, WE CALL IT HYBRIDLIFE.

- Excellent written and verbal communication skills; able to interact effectively with co-workers at all levels within KEEN and with colleagues outside the company.
- 

**Additional Qualifications:**

- Desire and ability to contribute to and enhance Keen's unique culture, philosophy and core values

**Employee Conduct:** It is the responsibility of every employee to contribute to a positive work environment through: mutual trust and respect; personal accountability and integrity; desire for growth and learning opportunities; teamwork; positive, honest and effective communication and professional interactions with co-workers, customers and partners.

**Physical Requirements:**

- Able to work at a computer for extended periods of time.

**Pre-qualifying Questions:**

1. Do you meet the required minimum years of education and experience? Please explain.
2. Please describe your previous experience with month end closing activities.
3. Please describe your experience utilizing SAP or other enterprise software.
4. Please rate your level of proficiency in Outlook, Word and Excel and explain your rating.
5. What do you feel are the key competencies required to be successful in this role and why?

Those candidates who are interested in this position and meet the minimum qualifications should submit a cover letter, which addresses the questions above, and resume/cv to [Charanjit.Kalirai@keenfootwear.com](mailto:Charanjit.Kalirai@keenfootwear.com)

Only those candidates who are selected for an interview will be contacted.

