



Master Packaging Inc. is the leader of corrugate and folding carton packaging, with plants located in Dieppe, New Brunswick and Borden, Prince Edward Island. Our head office location in Charlottetown, Prince Edward Island is currently seeking a self-motivated and energetic individual to join our team as a Financial Analyst. This role is an integral part of the finance team, supporting our Operations with solid financial reporting and analysis.

Responsibilities:

- Support all accounting operations including billing, AR, AP, GL, cost accounting, inventory accounting and revenue recognitions
- Support the development of timely monthly statements
- Support month-end and year-end closing processes
- Ensure quality control over financial transactions and financial reporting
- Collaborate with external audit to ensure proper compliance
- Tax preparation and HST/QST filings
- Process wires, ACH payments and foreign exchange transactions
- Support the development and documentation of business processes and accounting policies to maintain and strengthen controls
- Participate in the development of and support the company's budgets, forecasts, and strategic plans

Requirements and Skills:

- Bachelor's degree, preferably in Accounting or Finance or equivalent, CPA designation is preferred
- 3+ years of related experience
- Demonstrated analytical and problem-solving skills
- Team focused personality
- Excellent Excel skills and comfort with other Microsoft Products
- Experience with JD Edwards (Oracle) software or equivalent
- Strong English verbal and written communication skills required.
- Experience working with external auditors and internal controls.

To discuss your potential fit for this role and our Organization, please submit your resume by in strict confidence to careerspei@master-packaging.com. We thank you for your interest, but please note we are only able to contact those selected for an interview.