



About Mistik

Mistik Management Ltd. is a Forest Management company comprised of 16 staff. We are located in West Central Saskatchewan in the beautiful boreal forest area, where outdoor enthusiasts thrive on the abundant nature of rural Saskatchewan. Mistik manages all Woodland related activities from planning to planting for L and M Wood Products, Meadow Lake Mechanical Pulp Inc., and NorSask Forest Products LP. Come be a part of our growing team of professionals.

In this exciting new role, you will work closely with the Admin/Finance Manager

Mistik Management Ltd. is currently seeking to fill the following position:

COST ACCOUNTANT

The Cost Accountant is responsible for various accounting activities related to the maintenance of a complete and accurate general ledger while adhering to company policies, guidelines, and standards within the Finance department.

Responsibilities:

- Perform critical month end tasks including balance sheet account reconciliations, bank reconciliations, analysis of various expenses, system month end functions and reporting
- Preparing financial statements, other reports and invoices required for month end
- Prepare invoices for accounts receivable and follow up on collection of A/R
- Backup for Admin Staff, and assist Accounts Payable when required
- GST and various Stats Canada services
- Assist with budget preparation
- Monitor, identify and solve any problems in the accounting system
- Contribute to ensuring the integrity of data in the system by researching and by reconciling/balancing as required
- Assist audit by providing documents, data collection, etc.
- Ad-hoc requests or projects when needed

Qualifications:

- In depth understanding of and commitment to ASPE is required
- Detail oriented with demonstrated analytical skills

- Self motivated with the ability to meet tight monthly deadlines with multiple priorities
- Two to five years progressive accounting experience (preference in a forestry environment but is not required)
- Experience with a fully integrated accounting system (ACC PAC)
- Strong communication and interpersonal skills
- Advanced computer skills in spreadsheet applications
- A professional Accounting designation or degree is preferred.

All candidates must apply directly to:

Attention: Georgina Umpherville, Admin/Finance Manager Email: georgina.umpherville@mistik.ca

Phone: 306-236-4431 Fax: 306-236-4226

The Company would like to thank all applicants for their interest in this position. All applications will be carefully reviewed, however only those chosen for an interview will be contacted. Mistik Management Ltd., is an Equal Opportunity Employer.