

A true internet success story, Nexopia grew from a small online community of teens in Edmonton Alberta to become Canada's largest social networking site for youth. Now, with over 1.4 million members and hundreds of new accounts created every day, Nexopia is quickly solidifying its reputation as the place for teens to connect and express themselves.

Position: Accountant Full Time

Nexopia is looking for a sharp and savvy accountant to join our dynamic team. The successful candidate will understand and skillfully administer the myriad of accounting responsibilities required to conduct day-to-day business. This individual will report to the CEO and financial consultant, and have the opportunity to advance into an executive level role in a growing firm. If you have a passion for accounting and want to work for Canada's largest youth social network then this is the career for you.

RESPONSIBILITIES:

- Complete full cycle accounting:
 - AP, AR including collections
 - Payroll including health benefits
 - Tax recording, filing and payment
 - Asset purchases and depreciation including management of capital leases
 - Revenue and deferred revenue calculation
 - Foreign exchange gains and losses
 - Bank reconciliations
- Cash management and banking relationships, investment of surplus funds
- Preparation of monthly financial statements including reports in accordance with GAAP
- Prepare Income and sales taxes services including SRED data
- Prepare and review audit findings
- Establish and maintain accounting systems and control procedures with backup
- Manage Insurance, including applications, renewals
- Conduct key metric recording and reporting services
- Assist in budget preparation including template preparation coordination of inputs
- Management reporting using accounting data, analysis of business opportunities
- Manage share ownership and stock option records
- Provide support in litigation matters including agreement review, IP protection (trademarks), routine company filings
- Ensure that appropriate controls are in place to minimize risks

QUALIFICATIONS:

- Accumulated a minimum of 3 years of accounting experience, preferably in a start-up or high-tech environment
- Bachelor degree in Accounting, in addition to a CA, CMA, or CGA accounting title preferred
- Knowledge of Microsoft Office, including advanced Excel, is necessary
- Solid working knowledge of accounting tools; QuickBooks preferred
- Experience with corporate and project budgets
- Experience with financial transactions and preparing financial statements.
- Experience with corporate finance and accounting systems
- Adherence to current security regulations and Canadian GAAP
- Must be self motivated and able to manage multiple priorities and deadlines
- Strong verbal and written communication skills

SALARY AND BENEFITS:

Nexopia takes care of its staff. A competitive salary, bonus structure, stock options, medical benefits, and 3 weeks paid vacation are just the beginning of the perks you can expect from us. Salary figure will be decided based on experience and qualifications.

The successful candidate must pass an Employment Police Information Check as a condition of their employment with Nexopia.com Inc.

To join our team, submit a resume and cover letter citing the career posting to: careers@nexopia.com