

About Tapplock:

Tapplock Corp. is an IoT technology company providing smart security solutions to both end-consumers and enterprise clients. Tapplock is known for its signature fingerprint-based smart padlocks that are fast to access and easy to manage. Tapplock was named Canada's Top 15 Tech Start-ups by Metabridge and awarded the iF Design Award and CES Innovation Award Nominee in 2018. Tapplock's current focus is in the North American market and is planning to penetrate the Chinese market in the next step. As a result, we are looking for an Accounting Technician to join our rapidly growing company. Learn more about Tapplock at <https://tapplock.com/>

Job Title: Accounting Technician

Job Type: Full-time, Permanent

Key Responsibilities:

- Prepare accurate and timely monthly, quarterly and year-end closing financial statements and reports by collecting, maintaining, balancing and summarizing various accounts and trends
- Maintain the company's general ledgers. Establish, calculate and reconcile accounts payable and receivable, journal entries, employee expenses, payrolls, cheques, invoices, etc.
- Maintain accurate records of financial transactions by establishing accounts using related accounting and bookkeeping software
- Provide financial analysis and statistical reports on projects involving transformation and continual evolution of technology supporting the eCommerce business development in the North American/Chinese market
- Prepare budget and manage capital expenditures projects and procurements oversea
- Provide information and advice on Chinese taxation system in collaboration with the executives in making tactical decisions
- Calculate and prepare payment for payrolls, utility, custom duties, taxes and other bills
- Complete payroll deductions and remittances, tax remittance forms, pension contribution forms, worker's compensation forms, and various government documents

Qualifications and Education Requirements:

- Completion of a post-secondary program in Accounting, Business, Finance, Bookkeeping or equivalent
- A minimum of 5+ years' experience in Accounting, Bookkeeping, Budget Management or related field

- Experience in using QuickBooks, Simply Accounting, Real World or other similar Accounting software required
- 3+ years experience managing vendor invoices, reconciliation and working with accounts payable/receivable
- 2+ years experience in presenting financial results to executives
- Good verbal and written abilities in English
- Strong interpersonal skills with ability to communicate and build relationships with members both internally and externally
- Demonstrated computer skills (Advanced level in MS Word, MS Excel, MS PowerPoint)
- Willingness/ able to travel (within the region/ Internationally)
- Fluency in Mandarin is preferred
- Experience in the Chinese custom duties and taxation system is preferred

Salary Range:

- \$48,000- \$58,000/year

Job Location:

- 121 Richmond St W, Toronto, Canada

Job Posting: March 6th, 2020

How to apply:

Email your resume to hr@tapplock.com, ATTN: Yihan Zhou.