



**Financial Analyst
Charlottetown, PE**

About Dosecann Cannabis Solutions

Dosecann is a Canadian cannabis company dedicated to developing Cannabis Solutions for the global cannabis industry. Proudly located in Charlottetown, PEI, Dosecann has assembled a world-class team housed in a purpose-built, 42,000sqft GMP compliant facility that will be the hub for cannabis extraction, product innovation and formulation, R&D, quality testing and manufacturing.

The Role

Reporting to the Site Controller, the Financial Analyst will be responsible for performing day-to-day accounting duties as part of the full accounting cycle and other daily finance related tasks, as well as taking on ad-hoc accounting and finance related projects.

The key candidate will be a performance driven team player, who thrives in a fast-paced environment.

Duties and Responsibilities

- Responsible for taking ownership over key tasks under financial performance and reporting.
- Take ownership of accounts receivable and accounts payable processes.
- Assist in the preparation of financial records and client invoicing.
- Assist in posting general ledger transactions, preparing AR and AP reconciliations.
- Assist in the month-end closing process, as well as balance sheet and income statement analyses.
- Assist in the preparation of reports such as HST and Excise Tax.
- Review of job costing activity, ensuring consistent and proper coding.
- Prepare monthly financial reports for Site Controller and parent company to analyze trends and key financial metrics.
- Analyze and communicate financial results and proactively identify opportunities for improvements.
- Follow up on outstanding supplier invoices and customer receipts.
- Assist the team on additional duties and projects as they arise.

What We're Looking For

- 3-5 years of accounting or bookkeeping experience.
- Post-secondary education in relevant field (i.e. Accounting, Finance).
- Proficiency in an accounting software, such as Sage EM, Xero, Quickbooks, an asset.
- A professional accounting qualification an asset.
- Well-organized, capable of multi-tasking and with excellent attention to detail.
- Goal driven with strong problem-solving abilities.
- Interest in working in a new industry that is fast paced and exciting with an excellent opportunity for professional growth.
- Experience in financial modeling and projections an asset.
- Ability to interact well with people in a professional and mature manner.
- Solid track record of meeting tight working deadlines, and prioritizing workload are essential.



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How to apply

Please email your resume to careers@dosecann.com and quote **“Financial Analyst - Dosecann”** in the subject line.

Dosecann Cannabis Group is an equal opportunity employer and encourages applications from all qualified individuals. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

We provide accommodation for job applicants with disabilities during the recruitment process in accordance with applicable laws. Please contact us to request accommodation.