



Job Title: Junior Accountant
Reporting to: Controller
Division: Toronto, VCI Controls Inc.

POSITION SUMMARY

This position is a newly created position primarily responsible for full accounting cycle and corporate maintenance for all branches of VCI

QUALIFICATIONS

Responsibilities

- Prepaid expenses tracking and prepare journals
- Fixed asset tracking and depreciation
- Bank deposits/banking
- Intercompany reconciliation
- Yearend recharges calculations and prepare journals
- Month end accruals & journal entries
- Project bookings, additions and revisions
- Service billing schedules and updates
- Project issues/changes/cost transfers
- Vendor invoice entry and statement reconciliation for material and general purchases
- Visa reconciliation
- Employee expenses entry and reconciliation with payrolls
- Supplier communication relating to missing invoices and unapplied payments
- Receives Finance copies of Purchase orders, field POs and all packing slips
- Cheque requests and cheque generation
- AR/AP Subledger to GL reconciliation
- Inventory Purchases for all branches
- Reconcile Inventory at monthend once AP is closed
- Assist in Inventory Counts at yearend
- Others

Personal Suitability

- Working toward to CPA designation
- Experience in Dynamics SL is an asset
- Judgment & decision-making
- Planning & organizing
- Problem analysis & problem solving
- Strong communication and interpersonal skills
- Advance in Excel
- Open for changes and seek for long term development and growth within company

ABOUT UNIVERSAL PROPTECH INC.

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Universal PropTech Inc. ("**UPI**") (TSXV:UPI | OTCQB:UPIPF | FSE:8LH) is a leading building innovation company, selecting, integrating, deploying, and maintaining PropTech in healthy buildings. UPI has been successfully executing its **renewed strategy** through its agreements for several exclusive and non-

exclusive indoor air quality and Covid-19 surface testing solutions, but none more critical to opening the economy than its investment in **ISBRG Corp.** and with its exclusive agent rights to all Canadian governmental and educational institutions for its **SpotLight19** technology which, pending HealthCanada approval, provides a non-invasive Covid-19 test in under 20 seconds and for the cost of approximately \$1 per test.

UPI has embraced incorporating the use of Artificial Intelligence and Machine Learning into its arsenal of solutions and services.

VCI Controls Inc. ("**VCI**"), a wholly owned subsidiary of UPI, is a One-Stop-Shop for clean air and healthy building innovations. VCI provides real estate owners/managers turnkey HVAC/Building Controls design, equipment, installation and ongoing operations and maintenance services for industrial, commercial, institutional and multi-residential customers from east coast to Ontario.

VCI has a proud 40-year history with Federal Government and marquee facilities.

With headquarters in Toronto, Universal PropTech has offices across Canada including, Halifax, Montreal, and Ottawa. For more information, visit www.universalproptech.com and www.vcicontrols.ca .

Interested applicants should apply in confidence by e-mail to:

careers@VCIControls.ca

Att: Human Resources

Subject Line: Name of Position