

a) Company Name:

dpoint Technologies Inc.

b) Position Title:

Accountant / Business Administrative

c) Company Description:

DPoint Technologies is a privately held company focused on the development and selling of gas humidification products for Fuel Cell and HVAC system applications. The company is based in Vancouver, British Columbia. DPoint is focused on supplying components for fuel cell back-up power, forklift and automotive markets as well as energy recovery ventilator cores for residential, commercial and industrial HVAC systems.

d) Job Description:

- Prepare payroll and make journal entries
- Process accounts payable and accounts receivable invoices
- Prepare weekly sales summary reports and quarterly GST return
- Manage bank account and general ledger reconciliations
- Prepare expenses claims for government grants, such as Industrial Research Assistance Program (IRAP), Natural Resources Canada and Scientific Research and Experimental Development (SR&ED).
- Prepare financial statements and reports
- Enter customer information into Customer Relationship Management (CRM) system, such as SalesForce.Com.
- Miscellaneous administrative activities, such as answering phone calls, processing shipping, ordering supplies, filing, managing sales conference registration
- Executive assistant to the CEO

e) Skills Required:

- Business Administration Diploma or other Accounting Related Education
- Knowledge of QuickBooks is an asset
- Excellent interpersonal and communication skills, both written and verbal
- Must be detail-oriented, well organized with excellent problem solving skills
- Proactive, reliable and able to work independently
- Excellent working knowledge of Microsoft Word, Excel and Outlook
- Flexible - willing to take on additional tasks and responsibilities

f) Application Instructions:

Please send your cover letter and resume to James Dean at jdean@dpoint.ca. If you have any questions, please feel free to contact us at 604-488-1132.

g) Application Deadline:

April 14, Wednesday, 2008