

**Job Title:** Accountant

**Job Type:** Permanent, full-time

**Reporting to:** Director, Finance

**Summary:**

The Accountant position is primarily responsible for reconciling general ledger accounts to identify data variances and their respective causes. This position will also update and maintain various supporting schedules to the monthly financial statements and create reports for external stakeholders as needed.

**Key Responsibilities:**

- Accurately compare bank statements against transactions recorded in the general ledger on a weekly basis. Reconcile any variances and actively monitor follow-up items for resolution. Post necessary adjustments in a timely manner to ensure GL data is accurate and complete.
- Update and maintain capital asset schedule on a monthly and quarterly basis.
- Analyse prepaid accounts monthly to ensure data is complete and accurate. Post any necessary adjustments in a timely manner to ensure monthly financial statements contain valid data.
- Create and update procedural documentation for current bank reconciliation process, internal sale process, capital asset reporting and prepaid account reconciliation to maintain and strengthen internal controls.
- Accurately compare account balances on a lease level between our Accounting System (Account Mate) and our Lease Maintenance System (Lease Wave) to reconcile any variances and identify the cause.
- Assist team members with GL analysis and reconciliation as needed.
- Assist with commodity tax reporting for all jurisdictions.
- Support month end and year end close processes.
- Other duties as assigned to meet departmental objectives.

**Requirements:**

The successful candidate has/is:

- Thorough knowledge of accounting principles.
- Familiarity with the Chart of Accounts and the functions of the individual accounts.
- Advanced MS Excel skills.
- Ability to quickly learn new systems and procedures.
- Ability to work independently with minimal supervision.
- Strong time management skills to aid in meeting various deadlines.
- Well organized, strong attention to detail, personable, and is a positive team player.

**Qualifications:**

A professional designation in accounting, or equivalent work experience (5+ years), is required.