

Job Description

Position: Junior Accountant

Status: Full-time, Permanent (37.5 hours/week), to be filled ASAP

Reports to: Finance and Special Projects Manager

Last Updated: January 22, 2017

Summary

The Junior Accountant contributes to the overall success of the organization by assisting with all financial responsibilities.

Main Duties and Responsibilities

In collaboration with the Finance and Special Projects Manager, the Junior Accountant performs a wide range of duties, including the following:

Financial operations

- Oversee bookkeeping functions, including accounts payable, accounts receivable and billing.
- Develop and maintain financial accounting systems for docketing/billing, accounts payable, and accounts receivable.
- Ensure that accounts payable are paid in a timely manner and accounts receivable are collected promptly.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Reconcile bank and investment accounts.
- Maintain the chart of accounts.
- Develop an orderly accounting filing system.
- Maintain a system of controls over accounting transactions.

Financial reporting

- Produce timely and accurate financial reports that are user-appropriate and comply with generally accepted accounting principles.
- Provide regular updates concerning the overall financial status of the organization to the Finance and Special Projects Manager and/or Chief Operating Officer.
- Collaborate with the Finance and Special Projects Manager to ensure department workload is balanced and that all staff are adequately trained.
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.

- Support month-end and year-end close process, including the preparation of the month-end reporting package.
- Prepare all supporting information for the annual audit and liaise with the external auditors as necessary.
- Perform financial analysis as required.

Qualifications

Education and experience

- Three years of working experience with progressive financial responsibility in a professional services environment.
- Two years of full cycle accounting experience.
- University degree or college diploma in accounting or business administration.

Professional designation

- Chartered Accountant, Certified General Accountant, or Certified Management Account designation would be considered an asset.

Knowledge and skills

- Knowledge of generally accepted accounting and internal control principles.
- Strong analytical, problem-solving and decision-making skills to evaluate alternatives and provide recommendations on business issues.
- Proficiency in the use of computer programs for Accounting (preferably Acumin) and MS Office.
- Well-developed written and oral communication skills.
- Ability to perform under pressure and meet deadlines.
- Flexible, Adaptable, Ability to work collaboratively in a team environment.
- Bilingualism is considered an asset.

Working conditions

- Office environment, where periodic weekend or evening work is required.