

# CAREERS

## General Accountant

The General Accountant ensures compliance with accounting standards and company policies in their primary areas of responsibility, which are intercompany transactions, general journal entries and reconciliations, fixed assets accounting, and cash management.

### QUALIFICATIONS

- Comprehensive knowledge of municipal, provincial, and federal statutes related to general accounting operations
- Experience with and knowledge of accounting best practices, controls, documentation, and procedures
- Ability to perform effectively under pressure and time constraints
- Analytical skills to recommend process improvements
- Ability to work independently and as a team player
- Professional written and oral communication and presentation skills
- Detail oriented with a high level of accuracy
- High level of proficiency with computer applications including Microsoft Office, Accounting, and Enterprise Resource Planning (ERP) software

### EDUCATION & EXPERIENCE

- Post-secondary degree or diploma in Accounting, or an equivalent combination of education and experience
- Minimum three (3) years' accounting experience in the commercial/institutional construction industry
- Valid driver's license

### FUNCTIONAL RESPONSIBILITIES

- Balance intercompany AR and AP accounts, prepare payments for intercompany AP, process charge-back transactions amongst related companies as required, and determine ownership of expenses amongst related companies
- Prepare monthly building rent invoices, issue rent payments from related companies, and deposit and post receipt of rent payments from unrelated companies
- Prepare and post monthly rent invoices and expenses for assets (ie: furniture)
- Maintain recurring journal entries (including prepaids) and reconcile GL accounts
- Reconcile balance sheet accounts

- Reconcile AR and AP subledgers to GL accounts
- Prepare and post GST returns and payments or receivables for related companies
- Prepare and post provincial and federal corporate tax installments and annual payments
- Perform GL month-end close checks, reviewing for outstanding issues and clearing batches as required
- Maintain capital asset registers and record acquisitions, disposals, and depreciation monthly
- Verify and process overhead expense invoices and project-related invoices for payment
- Prepare EFT and cheque payments to vendors, subcontractors, and internal partners
- Maintain corporate credit card accounts, order new and replacement credit cards as required, balance credit limit requirements, and process credit card statements for payment
- Prepare bank deposits and reconcile bank accounts
- Assist in preparation and compilation of annual operating budget
- Secure all necessary approvals and ensure processes and procedures are followed
- Maintain compliance with accounting standards and company policies
- Assist with internal and external audit requirements
- Support Accounting Manager during month-end and year-end closes as required
- Responsible for training on new processes and computer systems
- Assist with the development of reports in the ERP system
- Other administrative duties as required

## **WORKING CONDITIONS**

- Office atmosphere
- Manual dexterity required to operate computer and peripherals
- Periodic driving of a company vehicle