

JOB DESCRIPTION

I. POSITION: Staff Accountant

II. REPORTS TO: AR Team Lead

III. JOB SUMMARY: Reporting to AR Team Lead, this role supports the Accounts Receivable, Accounts Payable and month-end closing functions. Responsible for Accounts Receivable/ Accounts Payable processing according to FSD policies and procedures. Responsible to assist with the completion of the month-end accounting and reporting.

IV. JOB TASKS:

Responsibilities:

- Responsible to assist in the completion of the monthly accounting and reporting
- Supports the management of accounting functions including maintenance of general ledger, accounts payable ensuring accuracy and timeliness
- Supports monthly closing of financial records and posting of month end information, ensuring accuracy of financial statements
- Protects organization's reputation by keeping information confidential
- Supports and implements team objectives as required
- Identifies and communicates operational or technical issues and potential improvements
- Follow all standard operating procedures, policies and departmental guidelines
- Participates in journal voucher process
- Prepares monthly bank reconciliations for multiple entities
- Performs multiple entity account reconciliations
- Prepares financial statements for multiple entities
- Participates in internal reporting functions and processes
- Assists in analysis of accounts at month end and as required throughout the month
- Compiles year-end audit working papers
- Completes PST and GST remittances
- Generates manual invoices
- Maintains lease files for additions and disposals and generates amortization schedules
- Reviews and posts accounts payable batches
- Participates in day-to-day accounts payable oversight
- Prepares monthly commodity reports
- Backs up other team members on various functions during their vacation and other leave
- Performs other finance and accounting duties as may be requested

Qualifications:

- Enrolled in an intermediate level of the Chartered Professional Accountant (CPA) program, with a high academic standing and a strong background in best practices
- Has at least two years of relevant work experience in various accounting positions with increasing levels of responsibility
- Strong understanding of accounting concepts and processes
- Accomplished team player that takes pride in continually raising the standards of personal performance and development, and of those around them
- Sound knowledge of computer applications including Microsoft Office and accounting applications such as Great Plains

Skills:

- Detail oriented with excellent analytical and problem solving skills including the ability to deal with situations where information is difficult to obtain, complex or ambiguous
- Above average interpersonal skills
- Excellent verbal and written communication skills
- Positive attitude with ability to work in an ever-changing environment and handle multiple tasks and projects
- Committed to best practices implementation
- Committed to accepting and meeting deadlines