

**JOB DESCRIPTION**

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| Position Title | Staff Accountant |
| Department | Finance |
| Location/Site | Burlington, Ontario |
| Effective Date | September 2020 |

**OBJECTIVE**

Reporting to the Controller, the Staff Accountant will be primarily responsible for assisting with the effective and efficient daily operation of Finance and Accounting while following the organization’s mission, vision and values.

**QUALIFICATIONS**

Education:

* College diploma or university degree in Accounting or Finance
* Pursuing CPA designation an asset

Experience & Skills:

* 1-2 years full-cycle accounting experience, preferably within a mid-size organization
* Thorough knowledge of accounting procedures and principles
* Experience with general ledger functions and the month-end/year-end close process
* Proficient in MS Office (Word/Excel and Outlook) and accounting related software
* Strong organizational, analytical and problem-solving skills
* Excellent time management skills and the ability to multi-task and meet deadlines
* Ability to work in a fast paced and high-volume environment
* Excellent communication skills (verbal and written)

**PRINCIPAL RESPONSIBILITIES**

1. Assist in reconciling and maintaining general ledger accounts.
2. Assist in preparing month-end and year-end financial and management reports.
3. Provides financial information by researching and analyzing accounting data.
4. Implementation of new accounting policies, standards, and guidelines.
5. Participation in monthly account reconciliations and analysis for B/S accounts.
6. Perform inter-company reconciliations.
7. Assist with monthly inventory analysis and reconciliations.
8. Assist the Controller with preparing monthly financial reports.
9. Prepare filings in accordance with government requirements.
10. Cross functional support for A/R and A/P when required.
11. Maintain up to date process documentation for all primary responsibilities including ad hoc reporting and special projects.
12. Other duties as required by the Controller or CFO.