

Junior Accountant

We are looking for a skilled Junior Accountant to participate actively in a wide range of accounting processes.

Responsibilities

- Reporting to the Chief Accountant, process accounts and incoming payments in compliance with financial policies and procedures
- Post and process journal entries to ensure all business transactions are recorded
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts payables' data
- Prepare bills, invoices and bank deposits
- Reconcile the accounts payable and receivable ledger to ensure that all payments are accounted for and properly posted
- Verify discrepancies by and resolve clients' billing issues
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in systems to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist in the preparation of monthly/yearly closings to graduate towards assisting in the processing of balance sheets, income statements and other financial statements
- Assist with other accounting projects and perform additional tasks upon request

Requirements

- Bachelor degree in Accounting, Finance or Business Administration or a combination of a DEC and more than 5 years of experience in general accounting will be considered
- Proven experience in general accounting
- Proficient with MS Office (Excel), systems and ERPs such as SAP Business One, would be an asset
- Bilingual, proficient in English and French, oral and written
- Good understanding of accounting and financial reporting principles and practices
- Good with numbers and figures and an analytical acumen, collaborative and customer service orientation with a high degree of accuracy and attention to detail