

## Junior Accountant

Status: Full Time

Department: Finance

Reports to: Reza Aumeeruddy

Start date:

HR Contact:

### Reports To:

Director – Treasury & Tax

### Key Results and Activities:

- Update, maintain and review banking information, templates, PADs, positive pay and other related information in the company's systems including accounting, treasury management and banking systems
- Process EFT / ACH and wire payments
- Update and maintain supporting schedules
- Co-ordinate, process and investigate transactions with all stakeholders such banks, credit card processors, treasury management system provider, other staff, etc. to ensure issues are resolved
- Upload and generate reports from our accounting and treasury systems
- Co-ordinate currency requirements are met as well as credit card balances are at optimal levels
- Review files, emails and correspondence to ensure any issues are resolved
- Prepare and upload journal entries for the dept. and ensure all supporting documentation are properly maintained
- Prepare accounting reconciliations
- Assist in maintaining the cash position of the company
- Assist with the filing, reconciliation and payment of sales tax accounts
- Assist with providing information relating to audits and reviews of the company including internal, external, tax, compliance audits
- Conduct treasury admin functions
- Other duties as assigned by management

### Specialized Knowledge, Skills, Attributes Required

- Superior interpersonal skills
- Keen attention to detail
- Solid written and verbal communication skills
- Computer skills – intermediate to advanced Excel, Word, accounting and related systems
- Analytical and problem solving skills

### Academic Qualifications and Experience

- 2-3 years treasury /accounting experience
- Diploma in Accounting, Banking, Finance, Commerce is an asset
- Previous experience within Banking/Finance/Accounting is an asset

### Effort (Physical/Mental Effort)

- Ability to work effectively under pressure to meet deadlines
- Ability to maintain confidentiality of information
- Ability to work with minimal supervision



- Ability to produce accurate results, paying close attention to details

**Working Conditions**

- Open concept office environment with multiple workstations