



General Accountant - Toronto, ON

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Position Description Summary:

The General Accountant shall be responsible for assisting the Finance team with the management of overall financial operations of National Concrete Accessories. They will be responsible to provide accurate information to management, including financial analysis and assisting in preparing financial reports. This position will aid the Accounting Manager in cash management, bank reconciliation, month end processing, and reporting both internally and externally.

Principal Accountabilities: (The following is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all expectations):

- Development and maintenance of daily and monthly account reconciliations in regards to cash management
- Daily bank statement monitoring & reconciliation
- Assist in the preparation of financial information for monthly financial statements and working to meet close deadlines
- Participate in the preparation of Ad Hoc analysis, and variance analysis
- Daily balancing and posting of branch POS transactions
- Develop, analyze and interpret statistical and accounting information in order to appraise operating results in terms of profitability, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization.
- Maintain current knowledge of regulatory changes and impacts on the organization's books of account.
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities.
- Maintain up-to-date, complete and systematic filing system to support book-keeping and financial records.

- Ensuring accounting policies, procedures and controls are adhered to
- Other related duties assigned by the organization

Knowledge and Skills: (The following minimum requirements are normal guidelines and should not constrain the advancement of otherwise qualified personnel):

- Bachelor's degree in accounting, finance or related field required.
- CPA designation or actively pursuing an accounting designation (i.e., currently enrolled in a certified accounting program).
- 2+ years of experience in financial management.
- Excellent communication skills, both verbal and written.
- General understanding of computerized accounting systems.
- Advanced level knowledge of Microsoft Office Suite (Excel, Word, Outlook, etc)
- Accuracy and attention to detail while working under tight deadlines.
- Good interpersonal and customer service skills.

How to Apply

If you are interested in applying for this opportunity please visit **Booth 19** at the Hire Canada Job Fair & Training Expo on **Wednesday, December 5, 2018** at the **Mississauga Convention Centre** between 11AM – 3PM.