



Job Title: General Accountant

Division: Finance

Department: Finance

Responsible To: Controller, Chief Financial Officer

Role Summary

The General Accountant is responsible for posting accounts receivable payments and disbursing accounts payable to individuals, suppliers, corporations, and other entities. This includes maintaining ledgers, credit balances, and resolving account irregularities. The General Accountant will also administer claims, refunds, adjustments, and any other accounting transactions related to accounts receivable. This position will also ensure the timely and accurate processing of payment documents such as purchase orders, expense reports, stipends, and any other accounting transactions related to accounts payable. The General Accountant will also be responsible for the accurate and timely processing of payroll and keeping employee information that is relevant to payroll purposes up to date.

Responsibilities

- Maintain books of account including but not limited to preparing checks, coding and posting invoices, preparing deposits, journal entries, reconciliations and petty cash
- Prepare monthly and quarterly financial statements
- Maintain investment schedules, oversee cash flow requirements, and communications with bankers on investments
- Maintain year-end working papers and spreadsheets, and assist with preparation for any audits or independent reviews with support from the Chief Financial Officer and Controller
- Complete monthly reconciliation for all accounts (bank and brokerage accounts)
- Maintain current knowledge of regulatory changes
- Maintain up-to-date, complete and systematic filing system to support book-keeping and financial records
- Process bi-weekly payroll for all salaried and hourly employees
- Compile payroll data such as garnishments, vacation time, insurance and other deductions
- Create and maintain required internal management reports from the payroll system
- Maintain employee profiles in database, ensuring they are up to date
- Stay current with payroll regulations, standards and work methods
- Complete all yearend payroll requirements including creation and timely distribution of T4s
- Maintain monthly premium payments for benefits and WSIB
- Responsible for creation of receipts and collection of payments for third parties
- Audit purchase requests for materials, supplies, equipment, and other collateral; verify that orders are charged to the proper accounts
- Post and reconcile payments to general ledgers
- Post and balance accounts receivable and accounts payable data to reports, balance sheets, income statements, and other documentation



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- Review all credit balances, refunds, and adjustments, and apply adjustments or corrections
- Prepare and distribute income and payment reports and statistics
- Form collection and payment strategies to mitigate customer/supplier objections
- Make arrangement for payment of outstanding and late accounts
- Investigate and resolve billing discrepancies or misapplied cash transactions
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

Competencies

- Business acumen and positive mindset
- Communication/logistics management
- Organizational effectiveness
- Results oriented relationship builder
- Independent but collaborative when necessary

Characteristics

- High energy, passionate and resilient
- Game changer/high impact team player/unfazed by change or adversity
- Humble and good sense of humour
- Executive maturity, professionalism and presence
- Smart, courageous, leader

Requirements

- Post-secondary degree, diploma, or certificate in Payroll, Office Administration, or Accounting
- 5 years related work experience required, experience in hospitality a definite asset
- Experience in hourly, shift, or seasonal environments with time-keeping software preferred
- Working knowledge of the Employment Standards Act in Ontario
- Proficiency with point of sale and general ledger systems
- Must be computer literate. Preferred candidate will have previous experience with payroll, HRIS, and accounting software, Microsoft Word and Excel
- Ability to recognize, research and resolve discrepancies in financial data
- Must possess excellent customer service skills
- Strong verbal and written communication skills
- Detail-oriented and works with a high degree of accuracy
- Ability to multi-task in a fast-paced environment
- Must be extremely responsible with integrity and ability to maintain confidentiality and discretion



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Working Conditions

- Must be able to work flexible hours including evenings, weekends and holidays
- Required to move, lift, carry, pull and place objects weighing less than or equal to 25 pounds without assistance
- Stand, sit or walk for an extended period of time or for an entire shift
- Reach overhead and below the knees, including bending, twisting and pulling

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