JOB DESCRIPTION

| **Title** | ACCOUNTANT  |
| --- | --- |
| **Reports To**  | [INSERT TITLE] |

**Job Purpose**

The **Accountant** is responsible and accountable for collecting, tracking, and correcting the company's finances. In particular, the Accountant assists businesses in making critical financial decisions.

This position is responsible for completing financial audits, reconciling bank statements, and ensuring the accuracy of financial records throughout the year.

The ideal Accountant is well-versed in accounting and financial practices and regulations, and has excellent computer and verbal and written communication skills. The Accountant must be detail-oriented and analytical in order to succeed. The incumbent will have strong presentation skills as well as the ability to communicate complex quantitative data to decision-makers.

**Duties and Responsibilities**

The Accountant, will have the opportunity to contribute to our team by:

* Ensuring compliance with all accounting and financial regulations at the company, local, provincial, and federal levels.
* Performing financial data collection, analysis, and reporting.
* Developing periodic reports such as balance sheets, profit and loss statements, etc.
* Providing data presentation to managers, investors, and other entities.
* Keeping accurate financial records.
* Auditing and resolving discrepancies.
* Calculating taxes.
* Keeping up to date on current financial and accounting legislation.
* Preparing budgets and financial forecasts to assist management in decision-making.
* Performing additional related duties as assigned

**Key Qualifications**

* Minimum of 3- 5 years of bookkeeping experience required
* Business certificate /diploma – Accountancy required
* Client service experience is considered an asset
* Experience in the following:
	+ preparing Notice to Reader financial statements
	+ bookkeeping
	+ preparing corporate tax, personal tax and GST returns

**Core Competencies**

* Strong time management and attention to detail
* Demonstrates the ability to work under pressure and coordinate multiple priorities
* Excellent written and verbal communication skills
* Ability to multi-task and coordinate multiple priorities
* Advanced analytical skills
* Excellent skills in numbers
* Ability to maintain client confidentiality

**Working Conditions**

* This position is set in an office environment.
* Permanent full-time positions work XX hours weekly.
* The standard operating hours are from <insert time> to <insert time>; Monday to Friday.
* In addition to a very competitive starting salary, and a combination of paid overtime and banked time, [Organization Name] also provides:
	+ Paid group health benefits, and RRSP Matching
	+ Bonus opportunities
	+ Continuing Education opportunities
	+ Social events throughout the year
	+ A casual dress code environment
	+ Mileage reimbursement