

Division: Finance
Reporting to: Manager, Accounting
Career Level: Staff
Pay Type: Salaried

Job Overview

The Accounting Analyst is responsible for performing a variety of accounting duties, preparing and managing monthly and quarterly account reconciliations, and owning the accounting for fixed assets.

Role

In the role, you will...

- Accurately prepare and book monthly journal entries, including prepaids, accruals and investments
- Diligently prepare various balance sheet account reconciliations, obtain the necessary detailed transactions for the account and investigate and correct reconciling items
- Meticulously review account reconciliations submitted by various departments to ensure accuracy and correcting all detected errors or omissions
- Utilize analytical review techniques when reviewing journal entries, account activity, and account reconciliations, to ensure accurate reporting by identifying discrepancies or errors
- Manage the accounting for fixed assets, including but not limited to creating fixed assets in the sub ledger, calculating and applying depreciation, ensuring accuracy of the schedule and reconciling the fixed asset in progress account
- Prepare bank account entries that are accurate and up to date
- Methodically review accounts payable entries to ensure accuracy of reporting
- Provide insight into process inefficiencies and recommend process improvement strategies
- Preparing various monthly financial reports and adhoc reports that support business decisions
- Support new projects that add value to the organization
- Build and utilize working relationships with internal business partners across the organization
- Consider health & safety as a primary concern to ensure the safety of self and others
- Perform other duties as required

Required Skills

Within your skills and qualifications, you will...

- Be proud of your post-secondary degree or diploma in accounting, finance or business and either be on a path to achieve your accounting designation (CPA) or have your CPA (CMA or CGA)
- Have a minimum of three to five (3 -5) years' experience in finance or accounting, in a financial institution would be an asset
- Have experience with full-cycle accounting
- Be eager to apply your knowledge of financial accounting principles to everything that you do
- Be an expert in Microsoft Excel and Microsoft Office products
- Be comfortable using General Ledger software; example Microsoft NAV
- Ability to maintain a high level of accuracy and attention to detail
- Be quick to respond to requests for service from all of your clients
- Inherently demonstrate a high level of integrity and be trustworthy
- Be more than approachable with your superior interpersonal skills
- Innately demonstrate superior written and verbal communication skills
- Use your courage to take action in difficult and challenging situations and deal with uncertainty
- Be aware of and mitigate enterprise risk factors and ensure compliance with applicable regulations, legislation and FirstOntario policies and procedures

Accommodations for persons with disabilities are available upon request during the application process.