



JUNIOR ACCOUNTANT

Position Summary

Reporting to the Controller, the Junior Accountant is responsible for acting as support to both the Accounting and Administrative departments of the Company.

Responsibilities

1. Process AP invoices and issue payments
2. Maintain an orderly accounting filing system
3. Process AR invoices and receive payments
4. File GST returns and European VAT returns
5. Conduct weekly bank reconciliations
6. Review payroll timecards
7. Conduct monthly credit card reconciliations
8. Assist in preparation of month-end related tasks and working papers (cash, prepaids, accrued liabilities, R&D expense)
9. Assemble information for external auditors for the year-end audit as required
10. Manage Ring Central (company phone system)
11. Be actively involved in continuous improvement activities
12. Other tasks as required

Requirements

1. Enrollment in, or completion of, a recognized accounting program is required
2. Strong communication and organizational skills
3. Experience with NetSuite or other cloud based accounting systems an asset
4. Proficiency in the use of computer software, including Microsoft Office Suite
5. Friendly, outgoing personality
6. Prior office and accounting experience an asset
7. Ability to prioritize tasks in a fast paced and dynamic environment
8. Good verbal and written English skills.

While we sincerely appreciate every application, only candidates selected for an interview will be contacted.