

Junior Accountant

Job Description

The Junior Accountant will contribute to the efficient and effective workings of the finance department by executing daily tasks with a strong attention to detail. This role will utilize strong accounting knowledge, time management skills and effective problem solving to ensure success.

Specific Duties and Responsibilities

- Accounts Payable, includes processing invoices, following up with vendors and resolving discrepancies in a timely manner. Vendor maintenance in SAP.
- Accounts Receivable, including processing payments, producing statement of accounts, collections on overdue accounts and account reconciliation when required. Customer maintenance in SAP.
- Banking, processing bank deposits, including trips to the bank. All associated finance entries.
- Processing Employee expense reports, verifying expenses are within the company guidelines, correcting errors, questioning abnormal expenses and entering into the finance system.
- Company credit card reconciliations and communication for obtaining supporting documentation.
- Invoice creation and distribution when required.
- Filing and records retention
- Assisting with Monthly and Year End tasks
- Reception and Administrative support
- Assist with Special projects as required

Qualifications

- Bachelor's Degree (Preferably in Finance / Accounting)
- Post Secondary degree in accounting (or equivalent work experience)
- 1-3 years accounting experience
- SAP experience is a definite asset
- Detail oriented, ability to show initiative and take responsibility
- Strong MS Office skills
- Effective time management skills
- Enhanced verbal and interpersonal communications skills
- Effective problem solving skills
- Ability to work independently and in a team oriented environment
- Ability to favorably represent the Company image to clients

Personable Attributes

- Must be honest and trustworthy
 - Be respectful
 - Possess cultural awareness and sensitivity
 - Be flexible
 - Outgoing, personable, responsible, self motivated, and confident
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