

General Accountant Job Description

We are looking for a competent general accountant to provide financial accounting support to the team.

General Accountant Responsibilities:

Accounts Payable/Accounts Receivable

- Ensure vendor invoices are entered and posted into the systems correctly and promptly.
- Resolve any vendor invoice dispute.
- Review AP aging and process the vendor payments.
- Review and post employee expenses into the system.
- Ensure daily cash deposits and receipts are entered into the system.
- Work with the project accountant to collect any outstanding AR invoices from the client.

Month-end/Year-end Closing

- Ensure
 - Monthly vendor invoices and client billings are posted.
 - Employee expenses are captured and posted.
 - Weekly employee timesheets are reviewed and posted.
 - Monthly/yearly journal entries are prepared and entered into the system.
- Perform quarterly HST reconciliation and process the payments.
- Perform monthly visa reconciliation
- Assist finance director with the month-end/year-end functions.
- Work with the project accountant to ensure project financials are recorded accurately.

Financial Reporting and Analysis

- Update daily cash flow projection report
- Perform monthly/yearly account analysis and reconciliation.
- Perform bank reconciliation.
- Monthly financial analysis and reporting.
- Perform ad-hoc reporting requests, as required.

Systems and office administration

- Train and assist users on the system to approve timesheets and vendor invoices.
- Manage accounting emails.
- Organize and maintain financial documents and files
- Contribute to team process improvement initiatives.
- Perform ad-hoc functions as required.

General Accountant Requirements:

- Bachelor's Degree in accounting, or similar.
- Min 5 years experience as a general accountant
- Experience in Deltek Vision/Vantagepoint application is required.
- Have a good understanding of accounting practices and regulations.
- Excellent communication skills toward effective collaboration and client services.