

RNC**Employment Service**

905-727-3777

222 Wellington Street East, Main Floor

**Job Title****Accounting Specialist****Job # 1904022****NOC / NAICS**

1311 / 417930

Date

April 25, 2019

Location**Newmarket:** Harry Walker Pkwy N**Wages**

Based on experience

Experience (Yrs.)
 0-1 1-3 3-5 5+
Hours/Week

40 hours/week

Employment Type
 Perm Temp Seasonal
 FT PT
Schedule Availability

Mon-Fri 8:30am-5:00pm

Benefits Available After Probation Period No Yes:**Workplace / Physical Requirements**

50% of time requires travel out of office

Company

Established in 1993, this privately-owned Canadian company specializes in the distribution of health and safety equipment to support and keep safe Canadians performing work in hazardous conditions.

Their business mission: Protect the health & safety of their customers!

Position Summary / Candidate Profile

Accounting Specialist manages general ledger bookkeeping, payroll tasks, bank statement reconciliation, and accounts receivable and accounts payable. Accounting Specialist prepares relevant reports of certain financial activity and use accounting skills for problem solving.

Job Duties

- Maintain general ledgers and financial statements
- Making entries into accounting software and internal databases as needed
- Integrate with company financial systems as required
- Accurately pay invoices in accordance with the payment terms
- Manage accounts receivable, invoice customers and perform general accounting duties
- Reconcile financial statements, AR and AP accounts
- Follow up on overdue payments
- Credit Applications checks for new customers
- Process payroll (monitoring timesheets for illness and vacations etc.)
- Set up new employees for payroll, company user accounts on accounting software
- Year-end preparation including preparing statistical and financial reports by collecting, analyzing, and summarizing account information and trends, liaising with auditors, final journal entries, closing year
- Maintain historical records by filing documents
- Manage Employee Records of Employment (ROE) for former employees
- Manage WSIB records

Requirements / Candidate Profile

- **Post-secondary school diploma/degree in accounting or similar relevant field**
- **1 - 3 years' experience managing financial accounts**
- Proficiency in Google Suites/Microsoft Office
- Experience using Spire or other similar financial software
- Inventory control management
- Full cycle accounting
- Integrity, professionalism and ability to handle confidential information
- Excellent accuracy and attention to detail
- Excellent problem-solving abilities
- Flexible, willingness to adapt and learn
- Team player, willingness to help others
- Great time management and multitasking skills
- Able to solve problems
- Ability to deal with issues as they arise.

How to apply

To apply please submit resume to HRQR@rncs.ca for pre-screening and consideration.

Include a note indicating why you are a good fit for this position.

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.