



# Senior Accountant

- Midland, ON, Canada
- Full-time

## Company Description

Matrix is a full service staffing firm providing professional recruitment solutions for a wide variety of careers.

## Job Description

We are seeking an experienced, detail-oriented senior accountant. In this position, you will handle all accounting operations within the company, verify financial records and transactions, and monitor the accounting team. You must have a keen attention to detail and maintain account balances, financial statements, general ledger, and all reports.

## Responsibilities and Duties

- Oversee accounts payable and receivable
- Prepare financial statements and analysis
- Analyze financial reports
- Supervise accounting department junior employees and accounting assistants
- Maintain company accounting procedures and processes
- Record financial information for analysis
- Assist accounting manager in preparing documents and interpreting complicated financial information for managers, executives
- Advise on procedure and financial management
- Develop procedures to improve efficiency
- Forecast and plan for future needs
- Assist with audits and taxes
- Prepare financial reports for taxes, regulatory agencies, and stockholders
- Maintain account balances and bank statements
- Manage general ledger and assist month-end/year-end close processes
- Ensure compliance with all internal processes

## Qualifications

- Bachelor's degree in accounting, finance, business, or related field
- Certified Public Accountant (CPA) license required; all levels of certifications met
- Previous experience as an accountant, junior accountant, or accounting supervisor
- Excellent computer skills; Microsoft Office Suite knowledge
- Proficiency with accounting software and experience with a software system implementation a plus
- Exceptional knowledge of finance, accounting, budgeting, cost accounting and cost control principles
- Advanced knowledge of bookkeeping and accounting best practices, laws, standards, and regulations
- Able to analyze financial records and interpret for other departments
- Excellent written and verbal communication skill
- Salary to commensurate with experience

## Additional Information

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All information will be kept confidential according to privacy guidelines.

Matrix is an equal opportunity employer. We recruit and hire the most qualified applicants and employees without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status. We value diversity in our workforce and in our community and are committed to providing equal opportunities in services, access to services and employment opportunities. Our employees and applicants have equal opportunity for employment, training, and promotion and we welcome all applicants to apply.