

Job Posting

Job Title: **Accounting Assistant**
Business: CaraCo Group of Companies
Position Type: Full time
Salary: \$36,000 to \$43,000 annually
Closing Date: Friday, April 27, 2018

HOW TO APPLY: please email your resume and cover letter to: connie@caraco.ca

PURPOSE

- Complete full cycle accounts payable, excluding cheque writing, for the Caraco Group of Companies, Canadian Operations

KEY RESPONSIBILITIES

Process Invoices

- Open and distribute mail
- Print invoices which have been received by email
- Match invoices to purchase orders
- Obtain Director's signature when required as a condition of processing
- Code all invoices
- Process invoices, daily
- Review all invoices for correct pricing; where pricing is incorrect, contact the vendor to resolve the issue
- Prepare all 15th and 30th payments for the Senior Accountant
- Copy all invoices that pertain to common-area expenses, on a monthly basis
- Under the direction of our Health and Safety Representative, compile Health and Safety packages and them out to all sub-trades and suppliers; scan and file the completed packages.
- Prepare letters to sub-trades and suppliers, to confirm updates or requests
- Provide administrative support for the department, including filing, photocopying, and mailing cheques

Payroll

- Assist with payroll and related functions
- Remit payroll taxes, WSIB, EHT and government reporting
- Assist with year end processes, such as T4's and payroll account reconciliations
- Collect and verify timekeeping information for all employees
- Update employee records by entering changes into ADP on a timely basis
- Respond to questions about payroll from employees and management
- Support family business, corporate and related functions

Other

- Verify receipt of material or services
- Check accuracy of employee reimbursement expenses before processing
- Coordinate with vendors regarding invoicing and payment inquiries and discrepancies
- Respond to vendors' enquiries in a timely and professional manner
- Process employee expenses and ensure correct general ledger coding
- Maintain accurate and up-to-date filing system
- Verify three-way match among purchase order, packing slip and invoice
- Clear cheques daily, which have cleared the bank
- Help prepare the annual Ministry of Transportation reporting
- Review monthly supplier accounts payable reconciliations prior to preparing cheques (non-subcontractor)
- Ensure all supplier invoices have appropriate approval and contract payment terms
- Assist with accounting requirements including reconciling supplier statements
- Calculate and verifies GST and HST taxes on purchasers' upgrades

Reports

- For common-area expenses, prepare reports and corresponding documents for the Commercial Property Manager
- Accounts payable report
- Cash requirement reports
- Utilities Report

SKILLS

- Proficient with MS Windows, Word, Excel
- Experience with Yardi Voyager is considered an asset
- Knowledge of industry's accounting principles and procedures
- Administration skills

Competencies

- Financial responsibility
- Attention to detail
- Client services oriented
- Team player

EDUCATION AND EXPERIENCE

- High School Diploma
- College Diploma with a specialization in finance, accounting, or business is an asset
- Minimum two years' relevant work experience