



Accounting Coordinator

Posted by: Metro Inc

Posting date: 09-Jan-2024 **Closing date:** 29-Jan-2024

Education: Graduate

Language: English

Job location: Toronto

Salary: \$5

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ1498368

Expired

Job description:

SUMMARY:

The incumbent holds a position as part of the Accounting department. The position is primarily responsible for ensuring that all intercompany transactions are properly recorded in the G/L System. The position is also responsible for maintaining allocation tables in SAP. The position also works with and supports merchandising accounting team.

SPECIFIC RESPONSIBILITIES:

- Process Weekly Billings to affiliate stores.
- Process journal entries to record intercompany and other transactions.

- Balance Intercompany accounts at the end of each period.
- Set up and maintain store allocations in SAP.
- Balance manual journal entry logs to SAP at the end of each period.
- Separate periodic merchandise billing files into various smaller files.
- Audit promotional revenues to flyer activity.
- Other journals, reports and activities as assigned.

QUALIFICATIONS:

- Basic accounting knowledge with 1 year of related experience
- Intermediate skills in SAP GL
- Intermediate PC skills (Excel, Outlook, Word, Adobe)
- Good written & verbal communication skills
- Ability to work independently in a deadline sensitive environment

RELATIONSHIPS:

- Office (Dundas & Montreal)

#LI-Hybrid

Metro values, respects and leverages the differences and competences of all employees from a variety of different backgrounds. We will consider all qualified applicants for employment.

Metro is committed to accommodating applicants and employees with disabilities. Should you require an accommodation or wish to receive this application in an accessible format, please advise.

Only applicants that meet the qualifications will be contacted.

We respectfully request no calls or unsolicited resumes from agencies.

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