



## 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)

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***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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