



## Accounting Assistant Accounting Assistant

**Posted by:** BDP Quadrangle

**Posting date:** 09-Jan-2024      **Closing date:** 07-Jul-2024

**Education:** Graduate

**Language:**

**Job location:** Toronto

**Salary:** \$5

**Years of Experience:** 0

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ3269282

Expired

### Job description:

#### Core Responsibilities

The Accounting Assistant is responsible for assisting with and preparing the following:

AR responsibilities:

- Run monthly draft invoices and send them for review and approval through Elevia EI
- Review project contracts and additional service request forms and update project budget in contract management
- Set up new proposal and project codes in Vision and update project data

- Labour adjustments as required
- Run and analyze project revenue, labour, and earnings reports to ensure accuracy of profit, WIP and backlog balances by project
- Review receivables and ensure timeliness of collections;
- Archiving completed or cancelled projects

#### AP Responsibilities:

- Processing expense reports in Vision, checking the GL accounts and tax coding, checking receipts and compliance to company expense policy
- Processing the employee expense payment to the bank
- Updating cash flow excel file for expense report payments
- Expense Ad hoc report requests
- GL analysis, reconciliations and summaries
- Assist with month-end, quarter-end and year-end close
- Any other finance and reporting tasks, as required
- Back-up for other Accounts Payable tasks including monitoring AP mailbox and payments

#### Skills and Competencies Required:

- Must have a diploma in accounting and/or other appropriate academic major;
- Must have 3 years experience working within a Finance/Accounting department;
- Professional Experience using MS Office and ERP software (especially Deltek Vision) highly desirable;
- Effective written and verbal communication skills;
- The ability to be flexible and adaptable;
- The ability to work independently but also to contribute to a larger accounting team;
- Balance multiple tasks in a fast-paced studio environment;
- Attention to detail and deadlines is required.

We're always looking to grow our studio alongside people who share our passion for innovation and design and who want to be part of a culture that fosters wellbeing, inclusivity and sustainable futures. We're proud to be able to offer outstanding career opportunities, along with a mentorship program to develop your professional skills and to grow within the firm.

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