



## 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 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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