

Position Description

Title: Junior Accountant

Job Summary: The Junior Accountant is a pivotal support role for the Finance Team. The primary purpose of this position is to assist with day-to-day tasks, encompassing recording and maintaining financial transactions into the Accounting Software, as well as managing correspondence between dealer members and brand partner members. Additionally, the role involves supporting the Controller in tasks such as reconciling credit card statements, payroll, and managing accounts receivables and payables.

This multifaceted role necessitates a solid understanding of accounting principles and basic bookkeeping, along with the capacity to learn additional tasks and duties. High accuracy and attention to detail are paramount. Proficiency in accounting software, particularly the capacity and a willingness to learn Microsoft Dynamics Business Central, is a key requirement for success in this role.

The team member is expected to work from a home office environment with access to high-speed internet for video conferencing and reliable communications. It is expected that the team member is able to conduct interactions in a professional manner. The team member must be self-disciplined and able to work with minimal supervision to meet deliverables and targets.

Responsibilities & Duties:

- Post receipts from the Lock Box and in-person bank deposits
- Send professional emails to customers with outstanding invoices
- Enter payables and allocate expenses to the correct GL accounts
- Reconcile credit card statements and record expenses to the appropriate GL account
- Generate weekly and monthly financial reports for senior management
- Familiarity with Canadian and various US State laws and regulations, especially in payroll, to ensure accurate and lawful financial practices.
- Maintain accurate records and reconcile day-to-day financial transactions
- Enter and reconcile entries into the accounting system
- Record debits and credits
- Maintain the trial balance through reconciliation of general ledgers
- Process accounts receivable/payable and handle payroll promptly
- Utilize knowledge of local laws to comply with reporting requirements

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- Perform bank and credit card reconciliations
- Assist with month end close and reporting
- Assist with management rebate invoicing on a monthly/quarterly basis
- Perform other duties as assigned

Knowledge and Previous Experience

- Accounting Degree or Diploma
- Understanding accounting best practices and principles
- Data entry skills

Personal Qualities

- Be a self-starter and work independently with the ability to multi-task, prioritize and manage time effectively to meet deadlines and handle financial processes in a timely manner.
- Be well-organized, accurate and consistent with high attention to detail.
- Be proficient in accounting software, particularly the capacity and a willingness to learn Microsoft Dynamics Business Central.
- Demonstrate excellent written/verbal and communication skills.
- Ability to identify and resolve issues independently, demonstrating resourcefulness in addressing challenges.