



JOB DESCRIPTION

Position	Intermediate Accountant
Reports to	Assistant Controller
Location	Head Office

Scope of the position

The Intermediate Accountant supports various aspects of finance, accounting and operations for the company including general accounting responsibilities, assisting in the preparation of financial statements and other reports, and administration of property & security maintenance.

Duties and Responsibilities

- Compiles and analyzes financial information to prepare entries to accounts such as general ledger accounts, documents business transactions, and completes corresponding reconciliations.
- Prepares and analyzes financial information pertaining to assets, liabilities, capital, income and expenses.
- Reviews, investigates and corrects errors and inconsistencies in financial entries, documents and reports.
- Assists in the preparation of the internal monthly financial statements.
- Month-end & Year-end system closing (incl. processing & printing sales, inventory reports; reporting inventory numbers to our insurance provider).
- Month-end & Year-end reports reconciliation.
- Preparation of monthly working paper.
- Preparation of monthly bank reconciliation.
- Preparation of bi-weekly payroll.
- Preparation of statutory remittances and reporting (e.g. WCB, taxes & levies; surveys)
- Preparation of Insurance claims.
- Alarm/Security administration and maintenance.
- Branch building & property maintenance – Administration of cleaners, landscaping & grounds keeping, pest control, recycling and waste removal, fire inspections, backflow assembly / cross connection testing, repairs to the property and other related items.
- Assists in preparing for the annual physical inventory.
- Ensures all deadlines are met in accordance with the closing dates set by management.
- Protects organization's value by keeping information confidential.
- Accomplishes accounting and organization mission by completing related results as needed.
- Communicates with external auditors and satisfies their requests for information.
- This list of responsibilities may not be all-inclusive and can be expanded to include other duties or responsibilities as needed.

Skills and Qualifications

- Enrolled in CPA program.
- Minimum of 5 years' financial, general accounting and payroll experience.
- Comprehensive knowledge of financial and general accounting procedures.
- Strong work ethic.
- Attention to detail and accuracy.
- Demonstrated skills and experience in managing goals through collaboration and teamwork.
- Excellent analytical, written, verbal and organizational skills.

- Excellent mathematical and computational skills.
- Experienced and skilled in reconciliations.
- Willing and able to deal with ad-hoc queries.
- Proficient in Excel, Word and Outlook.
- Proficient in data entry and management.

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Want to apply?

Please send your cover letter and resume to hr@rsl.ca with the position title in the subject line.

Refrigerative Supply is an equal opportunities employer. We would like to thank all applicants for their interest; however, only those selected will be contacted.