



JOB POSTING

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| Job Title | Junior Accountant |
| Department | Accounting |
| Reports to | Assistant Controller |

About us

Refrigerative Supply Limited is a wholesale distributor of equipment and parts to the HVAC & Refrigeration trade. Founded in 1948, we have been serving Western Canada through 15 branches and pride ourselves on having exceptional customer service, knowledgeable staff, and a well-stocked inventory.

Scope of the position

Reporting to Assistant Controller and working within our accounting team, the Junior Accountant role supports various aspects of day-to-day finance, accounting and operations for the company including general accounting responsibilities and administration of property & security maintenance.

Duties and Responsibilities

- Preparation of monthly working paper, analyze and investigate issues.
- Preparation of monthly bank reconciliation.
- Preparation of monthly and quarterly statutory remittances (e.g. WCB, taxes & levies).
- Assists in preparation of monthly /quarterly/annual reporting and surveys.
- Performs daily Cheque clearing and provides Deposit/EFT daily report.
- Compiles and analyzes financial information to prepare entries to accounts such as general ledger accounts, documents business transactions, and completes corresponding reconciliations.
- Assists in Month End Analysis of assigned expense accounts.
- Books adjusting journal entries to correct errors and inconsistencies in financial entries, documents and reports.
- Assist the accounting team with Month-end & Year-end processes.
- Assist and compiles backups for the company Visa transactions.
- Assist and compiles backups for the company's corporate credit card transactions.
- 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.
- Assist with the annual external audit information request.
- Addresses day-to-day accounting related queries or issues.
- Help the Accounting dept. with special projects and ad hoc requests.
- 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.
- 2+ years of progressively responsible accounting experience &/or equivalent combination of related education & experience.
- Knowledge of accounting and financial theories, practices, tax, and applicable legislation.
- Strong knowledge of accounting software. Computer skills including: spreadsheets, database software, email, and web browsers.
- Excellent verbal and written communication skills.
- A self-starter, flexible, with the ability to multitask and prioritize work, work independently with minimal supervision.
- Team player, Detail oriented, eager to learn and grow.

Not just a job, a career opportunity!

Leading in the air conditioning, refrigeration and heating sectors for more than 70 years, we know that talented people are essential to maintaining our success in the future. Refrigerative Supply Limited provides an environment where employees leverage their skills, talents, experience and interests to grow professionally and build rewarding careers.

How to apply

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

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