

Firm Accountant

Wilkinson & Company LLP - Trenton, ON

Who We Are:

Established in 1964, Wilkinson & Company LLP is Eastern Ontario's leading regional accounting firm. We offer a small firm feel with the opportunity for work-life balance yet our staff, resources, and technical knowledge could rival any national firm. Wilkinson & Company LLP continues to grow and prosper; we are leaders in our field and committed to service excellence. We work as a team, for the firm, our clients, and for each other.

The Opportunity:

We have an immediate opportunity for a **Firm Accountant**, in our Trenton office who will manage the internal accounting function for the firm, reporting directly to the Partners, and working closely with other members of our management team.

The successful applicant will be responsible for all aspects of the firm's internal accounting functions which may include but are not limited to financial statement preparation; month end reporting and procedures; payroll and benefits; general ledger; invoicing; accounts receivable; accounts payable; as well as required Firm and partner reports.

This position is specifically responsible for the preparation of monthly financial statements in addition to the completion of detailed year-end working paper files to support the first draft of the year-end financial statements. The candidate will have experience with general ledger and subsidiary ledger account procedures. The Firm Accountant will be responsible for the preparation and maintenance of employee files, Records of Employment, and associated documentation as well as the administration of employee benefits and generation of monthly payroll. The Firm Accountant will be responsible for all government remittances and related administration. The candidate will also be responsible for the preparation of T4 and T5013 partnership returns. The Firm Accountant will complete month end procedures, which may include, but are not limited to, variance reporting, work in progress (WIP) reporting, accounts receivable reconciliation with the VMP system summary, and bank reconciliations. The Firm Accountant will also be responsible for expense reports and vouchers as well as accounting for partner's drawings, and other related duties as assigned.

Education/Experience:

College or university education in accounting (or related field)

3-5 years' experience in accounting positions with an ability to demonstrate required competencies

Skills/Knowledge:

Knowledge of Sage (or similar accounting software)

Knowledge of Ceridian (or similar payroll system)

Advanced Proficiency in Excel and Proficiency in Word

Personal Qualities:

High degree of integrity and understanding of confidentiality and tact requirements of the position

Effective interpersonal and communication skills

Demonstrates respect for team members

Enthusiasm for all tasks assigned

Ability to multi-task, set priorities, and meet deadlines

Ability to exercise sound judgement in interpretation and analysis of information

Solution oriented with an ability to work independently

Excellent problem-solving capabilities and appropriate decision-making skills

Precise and accurate reporting with high attention to detail

Professional in appearance and presentation of work

Please advise us at the time of your application if any accommodation under AODA is required during the recruitment process.

We thank all applicants, however only those selected for interviews will be contacted.