



JOB DESCRIPTION

Title: Accounting Technician

Responsible To: VP of Finance

The Accounting Technician will be responsible for assisting the VP of Finance with such items as follows:

- Preparation of entries for month-end and year-end close off
- Preparation and maintenance of recurring and repetitive entries
- Account reconciliation monthly as required
- Preparation of monthly financial statements, trial balances and associated reports and analyses
- Assisting with analysis and forecasting of financial requirements, cash flow projections and other financial modelling as required/requested
- Review and approval of accounts payable and wage payroll payment processing
- Assisting with annual budget preparation
- Assisting external accounting firm with year-end review/audit
- Assisting with other external/internal audits as required
- Completing requested surveys from Statistics Canada as applicable
- Preparation of HST tax returns and submission of payment if required
- Attending meetings as required to help formulate processes/policies
- Assisting with compilation of claims and reports as required by government programs, including: ACOA, SR&ED, IRAP, etc.
- Other specific activities that may be requested by the VP of Finance or Managing Director.
- Taking all such actions necessary, within the above-described areas of responsibility, to protect the safety of all employees and others and the financial security of the company and to work towards the corporate goals.