



Accounting Technician

PURPOSE:

We are seeking a detail-oriented and proactive Accounting Technician to join our Blackbush team. The ideal candidate will have a strong foundation in accounting principles, excellent organizational skills, and the ability to manage multiple tasks efficiently.

REPORTS TO:

This position reports to the Controller.

RESPONSIBILITIES:

- Input financial data into accounting software or ledgers, including accounts payable, accounts receivable, payroll, and general journal entries
- Perform regular reconciliations of bank statements, accounts, and other financial records to ensure accuracy and identify discrepancies
- Match PO's and invoices daily to ensure the accuracy of costs
- Audit invoices against PO's and research discrepancies
- Provide assistance with resolving outstanding issues with PO's and invoices
- Support the budgeting process by gathering data, preparing reports, and assisting in the development of financial forecasts
- Assist in the preparation of financial statements, including balance sheets, income statements, and cash flow statements
- Track, analyze and summarize all fixed and variable costs and seek cost-effective solutions to inefficiency problems
- Investigate and resolve all outstanding A/P statement issues
- Ensure compliance with relevant accounting standards, regulations, and company policies
- Analyze financial data to identify trends, variances, and areas for improvement
- Collaborate with other departments or team members to gather information, resolve issues, and ensure accurate financial reporting
- Other duties and projects as assigned.

The above statements describe the general nature and level of work being performed. This is not intended to be an exhaustive list of all responsibilities and duties required.

KEY PERFORMANCE INDICATORS:

- Accounts Payable related information is accurate and prepared on a timely basis according to a pre-set schedule
- Consistently follow current processes to ensure data integrity
- Manage and complete responsibilities in a timely, organized fashion



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QUALIFICATIONS:

- Completion of an Accounting Diploma (minimum 2-year program), in addition to 2+ years' experience as an Accounting Technician or some capacity in the field of accounting
- Ability to work well with a team in a fast-paced environment
- Strong work ethic
- Professional demeanour
- Experience in the real estate and/or hospitality industries considered valuable
- Familiarity with property management systems and related accounting systems an asset
- Excellent analytical skills
- Strong problem-solving capabilities
- Self-sufficient, proactive, and able to manage multiple tasks and deadlines
- Excellent verbal and written communication skills
- High level of accuracy and attention to detail
- Extensive experience with all Windows platforms, Microsoft Office, Internet, etc.