



Senior Accountant / Bookkeeper

Cover-All Managed Services Corp. is searching for a senior accountant / bookkeeper to join our team of dedicated professionals.

The ideal candidate will maintain a complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services.

The candidate will oversee Cover-All MSC's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. The successful candidate will perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments.

Work week duration

Full-Time work between 35 to 40 hours per week.

Location

Markham, Ontario, Canada

Job duties

Objectives of this role

- Keep accurate financial records of company finances and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Monitor financial health and compliance
- Strengthen organizational culture by collaborating with the accounting and management teams
- Record and report discrepancies in financial records
- Ensure customer satisfaction with billings and associated activities
- Mitigate recording errors

Responsibilities

- Record daily company transactions
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements

COVERALL

- Process payroll and payments related to associated benefits plans
- Calculate, process and prepare cheques for various vendors, utilities, and other bills for distribution
- Invoice customers on a timely basis
- Manage accounts payable and receivable
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
- Fill out tax forms and work with accountants to ensure compliance
- Process purchases and refunds for customers
- Close books monthly
- Maintain timely communications with clients
- Prepare tax returns and perform other personal bookkeeping services
- Prepare other statistical, financial and accounting reports
- Liaise with senior management and staff

Skills and qualifications

- Meticulous attention to detail and record-keeping skills
- Strong understanding of accounting and financial operations
- Proficiency with bookkeeping software including SAGE 300, QuickBooks or NetSuite, and payroll software such as CanPay
- Honesty and discretion when working with sensitive information
- Capacity to quickly perform calculations
- Comfort working with spreadsheets and cleaning data

Preferred qualifications

- Strong intrinsic motivation
- High degree of personal organization
- Strong verbal and written communication skills
- Strong collaborative ability and team-oriented mindset
- Certification or license is an asset
- Capacity to follow standard procedures

For inquiries, please submit to Michael Coverdale: jobs-it@cover-all.ca