

## Detailed Job Description

**Job Title:** Senior Accountant  
**Reporting to:** Director of Accounting  
**Department:** Accounting  
**Hours:** Part-time  
**Performance Review period:** Annual

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### Purpose of the position

The senior accountant is responsible for preparing accurate and timely financial statements using general accepted accounting principles. The senior accountant will be the team lead for working with auditors and CPA's on corporate financial reviews, audits, and tax return preparation.

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### Responsibilities & duties

- Prepare journal entries which appropriately reflect GAAP.
- Maintain fixed asset ledger and prepare depreciation lapse schedules.
- Prepare and maintain corporate expense allocations and schedules.
- Balance intercompany accounts and prepare bank reconciliations.
- Prepare monthly reconciliations for the general and subsidiary ledgers.
- Prepare monthly financial statements for the Consolidated entity and Affiliates as assigned.
- Run month-end and year-end close process.
- Review annual tax provision journal entry.
- Analyse revenues and expenses to ensure they are recorded appropriately.
- Analyse monthly financial statements and report variances.
- Assist with financial and tax audits including the preparation of schedules.
- Assist with the preparation of all tax returns and estimated tax payment calculations.
- Prepare monthly sales tax reports and miscellaneous government forms.
- Assist in documentation and monitoring of internal controls.
- Act as a technical advisor for accounting controls and systems.
- Research financial information for forecasts and budgets.
- Maintain general ledger system, chart of accounts, trial balances, reports, & backups.
- Maintain vendor cards for accounts payable.
- Serve as a backup for the shareholder tracking database and reconciliation process.
- Other projects as assigned.

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### Qualifications

- Bachelor's degree in Accounting.
- Previous experience as an Accountant for a minimum of 3 years.
- Computer proficient in Microsoft Office products, Word, Excel, PowerPoint, Outlook and Accounting software. Dynamics GP software is preferred but not required.

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## Performance Skills

- Strong analytical and problem-solving skills.
- Ability to work with a team and report to a manager.
- Must be detail oriented with excellent organizational skills.
- Dependable, motivated and driven.
- Must be able to multi-task in fast paced department.
- Strong work ethic and ability to meet deadlines.
- Uses tact and appropriate discretion while working with confidential data.
- Demonstrate accuracy, organization, strong work ethic and a positive attitude.

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## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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Employee Name  
Senior Accountant

X

Date

X

Susan Shara  
Director of Accounting

X

Date