



Senior Accounting Position

Prestige Design and Construction Group of Companies is looking for a Senior Accountant to join our accounting team. We are seeking an individual who is eager to learn and increase in the role.

Job Type: Full Time

Schedule: 8 hour shift Monday-Friday

Pay: (Commensurate with experience)

Benefits:

- Dental care
- Extended health care
- Life insurance
- On-site parking

Responsibilities/ Duties:

- Day-to-day accounting including AP/AR job cost accounting, payroll, Work-In-Process reporting, General Ledger maintenance and control of assets
- Prepare monthly cheque run
- Reconcile customer statements
- Perform account reconciliations and ensure the accuracy of financial data
- Process subcontractor invoices, maintain WSIB and Insurance Requirements
- Prepare subcontractor payment certificates and holdback release
- Utilize accounting software such as Jonas
- Process bi-weekly payroll
- Prepare payroll reports for government remittances
- Post daily timesheets and equipment costing entries
- Month-end reconciliations and close procedures to prepare accurate monthly financial reporting on a timely basis
- Maintain account policies and procedures and a system of internal controls
- Management of company overhead expenses and reporting

- Work with management and accounting team to ensure clients are billed accurately and on a timely basis and that receivables are monitored and collected on a timely basis
- Work with Senior Management to ensure financial directives are followed
- Assist in software setup and updates
- Work with project management teams to determine project health and profitability and provide recommendations for improvement
- Comply with local, provincial and federal government reporting and tax filings
- Communicating effectively and working collaboratively with leadership team and staff across different departments
- Preparation and review of year-end working papers for the external accountants and tax advisors
- Development and improvement of the systems within the accounting department.

Requirements:

- CPA designation or equivalent experience
- 3-5 years in an Accounting position
- Construction industry experience is required.
- Excellent interpersonal and organizational skills with an ability to prioritize important tasks
- Deadline-oriented with a strong attention to detail
- Knowledge of Jonas Enterprise Construction
- Working knowledge of payroll processes
- Must be proficient in Office 365 with strong knowledge of MS Office & Excel
- Excellent written and verbal communication
- Proven experience as an Accountant
- Strong knowledge of accounting principles and practices
- Excellent analytical and problem-solving skills
- Detail-oriented with a high level of accuracy in data entry and analysis
- Ability to work independently and meet deadlines
- Familiarity with account reconciliation processes
- Comprehensive knowledge of full cycle accounts payable and receivable

Kindly send resume to: info@prestigeottawa.com

Note: This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, qualifications, or requirements. The employer reserves the right to modify the duties or requirements of the position at any time based on business needs.