

**General Accountant
Full-time, Permanent
Woodstock, ON**

About this Opportunity

Reporting to the Accounting Manager, the General Accountant will be responsible for performing data entry in Sage, preparation of daily bank reconciliations, preparation of month end reporting packages and analysis, filing of government and regulatory reports and other day-to-day accounting tasks.

Position Details:

- Full-time, permanent
- Located in Woodstock, ON, with flexible hybrid work at home option
- Core business hours are Monday to Friday, 8:00 am to 4:30 pm
- This role offers a competitive wage plus full benefits

Duties include, but are not limited to:

- Preparing and completing month end / year end reporting packages in accordance with ASPE, including account reconciliations and analysis of variances
- Reconciling bank statements and Visa statements on a daily/monthly basis
- Filing of government and regulatory reports as required
- Maintaining and assisting in the development and documentation of all accounting procedures and processes
- Assisting with year-end audit preparation
- Maintain up to date and accurate General Ledger details by ensuring that account codes are valid for the transactions being processed
- Assist in the preparation of financial documentation for audit
- Interact with internal staff in relation to transactions that require resolution
- Support the management team regarding inquiries relating to financial transactions by acting as a resource
- Make recommendations for and implement enhancements to accounting processes and procedures
- Identify cost savings opportunities that will benefit the company
- Assisting with other requests and projects, as assigned

You offer the following skills:

- A strong work ethic and positive team attitude
- A confident, self-starting, and proactive work approach – skilled in taking initiative, assessing requirements, and identifying and solving discrepancies
- Exceptional attention to detail and high level of accuracy, with the ability to meet deadlines
- Sound critical and analytical thinking, problem-solving, planning, prioritization, and execution skills

- Excellent teamwork and team building skills
- Ability to effectively communicate, both verbally and in writing
- A high level of motivation with excellent interpersonal skills
- Ability to handle tight deadlines calmly and effectively in a fast paced environment
- Ability to perform moderate to complex account reconciliations

You possess the following Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration or other related field
- Three (3) years of accounting experience
- CPA designation or candidate would be an asset, or equivalent experience
- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records
- Proficient with Microsoft Office with above average skills in Excel
- Sage 300 experience would be an asset
- Valid Class G License and access to reliable transportation
- *Execulink requires successful candidates to provide proof of COVID-19 vaccinations as approved for use by Health Canada*

How to Apply

- In your cover letter, tell us why you think you would excel as a member of our team!
- Submit your cover letter and resume in confidence to work@execulinktelecom.ca

About Us

At Execulink Telecom, the largest locally owned independent telecom company in Southwestern Ontario, our only goal is to enhance your lifestyle at home, work and play. As we grow rapidly, we have an unwavering commitment to continue to build a positive team, with a friendly, family spirited approach. The selection of exceptional talent is important to us! When you join Execulink, you're joining a team that's focused on not only providing an AWESOME experience to our customers, but to our employees as well. We live and breathe our Mission, Vision and Values, and are searching for individuals who are excited to contribute and do the same!

Execulink Telecom is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.