



Deeply rooted in Kingston and its communities, we strive to develop and nurture long-term relationships that enhance our clients' success. Our lawyers and legal support staff from all practice groups work as a team in a manner that best serves the client. Simply put, if our clients succeed, then we succeed.

We have an exciting opportunity for a professional **Accountant/Accounting Manager**

Major Responsibilities

- Supervises the work performed in all general accounting areas
- Manage Accounting activities
- Bank entries and reconciliations
- Lead month end closing processing
- General Ledger processing (Interfacing & posting)
- Chart of Accounts Maintenance
- Weekly expense tracking and forecasting
- Assist in the weekly/monthly/quarterly budget/forecasting process
- Various account reconciliation
- Weekly / Monthly Reporting
- Accounts payable/receivable forecasting and full oversight
- Regular communication and interaction with all levels of management regarding financial matters

Knowledge and Education

- University degree in Finance related field (Business Administration or Commerce) **required**
- Professional accounting designation or near completion (CPA) **required**

Work Experience

- 3 - 5 years Accounting Experience **required**, preferably within a large corporation
- Experience in a supervisory role an asset
- Understanding of general accounting and account reconciliation principles required
- Demonstrated proficiency in MS Word, Excel required; Strong knowledge of Excel formulas considered an asset
- Able to work flexible hours and varied start/end times

Skills and Competencies

- Effective trouble shooting for a variety of different situations/issues effectively
- Ability to exhibit a high level of confidentiality
- Ability to work with a high degree of accuracy and strong attention to detail

- Ability to work independently and also as part of a team
- Self-motivated, ability to initiate and follow tasks through to completion
- Ability to Multitask accustom to working in fast pace environment
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Demonstrated ability to manage and develop team members
- Strong organizational and prioritizing abilities

If you are a person committed to excellence in client relationships, who has a passion for what you do and loves to contribute to a team, we want to hear from you.

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. During the hiring process, accommodation is provided to job applicants when they are selected for an interview. If an applicant or successful candidate requests an accommodation, we will discuss needs and make adjustments to support those needs.

We offer an excellent compensation package including benefits. Interested candidates should submit their resume by **February 23, 2018** in confidence to:

Lorna Wilson
Human Resources Specialist
Smith Robinson Building,
Suite 300 – 27 Princess Street,
Kingston, ON K7L 1A3.
Email: lwilson@cswan.com