



Weaving Baskets Group

Based in Cornwall, Ontario, Weaving Baskets Group (WBG) is a commercial property owner and provides property management services. WBG also owns and manages several operating companies within the Cornwall and surrounding area.

Position Description:

Weaving Baskets Group is looking for an accountant to join the team; we are looking for self-motivated and well-organized individual to handle the day-to-day accounting for the company and all of its related companies. Reporting to the Controller, the accountant will be responsible for the daily accounting transactions – full cycle bookkeeping, payroll functions, and some treasury functions. We are a growing company where the accountant will be involved in many aspects of the business. We are looking for someone to make this role their own and develop the position; an individual who brings new ideas to the surface and explores new ways of performing tasks to improve company efficiencies.

Job duties:

- Daily bookkeeping: AP/AR entries (recording invoices to/from vendors and customers) and processing purchase orders
- Following up on past due accounts
- Monthly bank and credit card reconciliations
- Processing payroll for management review and ensuring the company is compliant with statutory reporting and filing requirements (biweekly payroll, source deductions, WSIB, ROE's)
- Maintain and update employee files
- Reconcile weekly sales from the operating companies and prepare deposits accordingly
- CRA and tax compliance: processing government returns for management review (HST, corporate tax installments, etc.)
- Reconcile general ledger accounts, record month end accruals and reversals, and balancing inter-company accounts
- Assist with month end close procedures ensuring deadlines are met
- Compute variances and identify reasons for the difference between actual, forecast and budgeted figures and escalate issues as appropriate
- Assist with year end procedures and prepare documents for external auditors
- Analyze and ensure proper controls are in place and implemented
- Maintain electronic and physical filing system
- Other analysis and duties as needed

Qualification & skills:



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- Two-year college diploma in Accounting / Business or equivalent (two-years experience in a similar accounting role).
- Ability to work independently with minimal managerial supervision
- Experience with Quickbooks software and strong computer skills (Microsoft Office programs)
- Thorough and demonstrated knowledge of generally accepted accounting principles and auditing standards, financial controls, and their application to financial accounting and reporting
- The candidate provides quality work, can meet tight deadlines, and is a multitasker. The candidate strives for accuracy and consistency, and is a reliable individual, ensuring tasks are completed correctly and in a timely manner.

Please forward your resume and cover letter to Dale Allen, Manager of Business Development (daleallen@weavingbaskets.ca). We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.