



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 Cornwall and the surrounding area.

**Position Description:**

Weaving Baskets Group is looking for an accountant to join the team; we are looking for a 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 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 as required
- Keep up to date and follow up on past due accounts
- Reconcile weekly sales from the operating companies and prepare deposits accordingly
- Reconcile general ledger accounts, record month end accruals and reversals, and balancing intercompany accounts
- Assist with month end close procedures ensuring deadlines are met
- Report to upper management regarding operational performance, and identify reasons for the difference between actual, forecast and budgeted figures and escalate issues as appropriate
- Reconcile expenses for tenant billing purposes
- Assist with year end procedures and prepare documents for external auditors
- Analyze and ensure proper controls are in place and implemented
- Other analysis and duties as needed

**Qualification & skills:**

- 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.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Please forward all resumes with a cover letter to [info@weavingbaskets.ca](mailto:info@weavingbaskets.ca)