



DBC Environmental Services Ltd. is growing — and we're looking for a skilled and dependable **General Accountant** to become a key part of our team in **Long Sault, Ontario**.

This is an excellent opportunity for an experienced accounting professional who enjoys working in a hands-on role, takes pride in accuracy, and wants to play an important part in the financial success and daily operations of a well-established company. If you are organized, proactive, and confident managing full-cycle accounting, we would love to hear from you.

Location:

Long Sault, Ontario

Employment Type:

Full-Time

Compensation:

Hourly wage – based on experience

Key Responsibilities

Accounting & Financial Management

- Review bank accounts and journalize bank entries
- Prepare and complete bank reconciliations
- Invoice work orders to customers
- Apply customer payments to accounts (Accounts Receivable)
- Process Accounts Payable invoices and pay suppliers
- Prepare bank deposits
- Process payroll and journalize ADP payroll reports

- Maintain AP & AR listings for management reporting
- Prepare and file HST returns
- Process corporate tax instalments
- Balance intercompany accounts
- Reconcile financial statements for auditors
- Liaise directly with auditors

Regulatory & Compliance Reporting

- Prepare and submit Statistics Canada reports
- File WSIB returns
- Complete IFTA reports
- Update mileage reports for CVOR
- Manage PRP plate renewals
- Complete CVOR renewal and maintain drivers list
- Update vehicle list reports

Administrative & Operational Duties

- Update employee training schedules
- Assist with Quebec trip permits
- Update Avetta and ISN contractor compliance systems
- Maintain contractor compliance documentation
- Update customer price lists
- Support day-to-day accounting and office operations

Qualifications & Requirements

- **Minimum 3 years of experience in full-cycle accounting or similar accounting role**
- Strong knowledge of general accounting principles and financial reporting
- Experience processing payroll (ADP experience preferred)
- Knowledge of HST filings and corporate tax instalments
- Experience working with external auditors
- Strong organizational skills and attention to detail
- Proficiency in accounting software and Microsoft Excel
- Ability to manage multiple priorities and meet deadlines

If you are looking for a stable, long-term opportunity where your accounting expertise will truly make a difference, we encourage you to apply.

Please submit your resume to: Wdelgreco@dbcltd.ca