



# JOB DESCRIPTION

<b>Position:</b>	<b>Senior Accountant</b>
<b>Location</b>	Vaughan
<b>Reports to:</b>	Assistant Controller
<b>Overview:</b>	The Senior Accountant will ensure complete, accurate and timely financial reporting and general ledger maintenance. The Senior Accountant is responsible for, but not limited to, full general ledger reconciliations, month end and year end closing, financial reporting and analysis, assisting with external audits and other special projects as assigned. A Senior Accountant contributes to the overall success of the company by performing all duties assigned, maintaining high levels of accuracy, maintaining a professional demeanor and appropriate levels of confidentiality.

NEXT Supply is the new generation of supplier in wholesale Plumbing and Hydronics –setting superior standards in service, product availability and delivery. NEXT has strategically located local warehouses across and beyond the GTA, each with a full quantity of inventory and strong, strategic delivery capabilities.

## Duties and Responsibilities:

- Responsible for general ledger account reconciliations
- Assist in facilitating and completion of monthly closing procedures.
- Assist in preparing monthly financial statements, reports, and records by collecting, analyzing, and summarizing account information.
- Oversee fixed asset processing and reporting.
- Perform daily bank account review and weekly bank reconciliations.
- Assist in streamlining expense procedure and monitor expense invoices processing.
- Responsible for sales tax reporting and other government reporting.
- Assist with various audit preparations.
- Assist in documentation and monitoring of internal controls.
- Assist with monthly bank reporting.
- Monitor positive pay exception reports.
- Other responsibilities and projects as assigned.

## Skills/Requirements:

- Certification as a Chartered Professional Accountant (CPA) is required or near completion.
- At least five (5) years of working experience of accounting in the distribution industry would be an asset.
- Strong and demonstrated understanding of ASPE principles including controls and standards.
- Strong analytical and business planning skills to solve problems and research and escalate issues, when necessary.
- Proficient in using MS Office applications.
- Initiative is key attribute to recognize problems/issues and propose resolution.
- Strong team player with ability to meet strict deadlines.
- Excellent time management and multitasking skills with ability to prioritize in a demanding work environment.
- Excellent communication and interpersonal skills.
- Exceptional attention to detail.

We are proud to be in compliance with the Accessibility for Ontarians with Disabilities Act (AODA), 2005 and the Integrated Accessibility Standards Regulation. We are happy to honour accommodations at any part of the recruitment process and invite you let us know how we can help.