



Accountant

Who we are

Advocis, The Financial Advisors Association of Canada, is the association of choice for financial advisors and planners. With more than 17,000 member-clients across the country, Advocis is the definitive voice of the profession, advocating for professionalism and consumer protection. Professional financial advisors and planners are critical to the economy, helping consumers make sound financial decisions that ultimately lead to greater financial stability and independence. Advocis works with decision-makers and the public, stressing the value of financial advice and striving for an environment in which all Canadians have access to the advice they need. For more information about Advocis visit our website at <https://myadvocis.ca/>

We are seeking an **Accountant** who will perform bank related reconciliations, cash related reports and analytical reports ensuring the accuracy and validity of all accounting transactions. This role will also perform month end close efficiently and accurately in a timely manner and oversee various reconciliations, analysis and A/R reporting.

We offer:

- A great team and collaborative work environment
- Great benefits: extended health, dental, life, disability and pension
- Centrally located office space, with an amazing view of Lake Ontario
- Work flexibility with the opportunity to work both in-office and remotely at times.

Responsibilities include:

- Complete bank reconciliations for all bank accounts, investigating all reconciling items
- Reconcile General Ledger accounts on a timely basis, including research issues and adjusting/correcting entries.
- Record monthly journal entries related to the month-end closing process within strict timelines
- Monitor all bank balances to ensure deposits and expenses are recorded in a timely manner.
- Maintain Prepaid Expenses working schedules
- Prepare monthly and quarterly metric analytical reports
- Reconcile US cash account
- Prepare and maintain investment continuity reports on quarterly basis
- Provide assistance to the external audit team as required
- Serve as backup to other Accounting personnel as required
- Other duties as assigned by the Senior Director, Finance

Knowledge/Skills Required:

- Degree with Accounting Major is required
- Working towards a CPA accounting designation or equivalent experience is an asset
- 3-5 years of previous experience in an accounting environment
- Excellent communication skills both written and verbal
- Excellent organizational skills with attention to detail
- Strong proficiency in Excel and Word applications
- Sound judgment, tact, discretion, diplomacy and professionalism
- Proven ability to prioritize workload effectively and meet deadlines
- Ability to work independently as well as part of a team
- Proactive, enthusiastic, self starter
- Ability to manage competing priorities
- Knowledge of iMIS database and Dynamics GP accounting software are assets

To Apply:

Interested qualified applicants should e-mail their cover letter and resume to resume@advocis.ca.

We are committed to inclusive and accessible employment practices. Please advise human resources when contacted, if you require any accommodation measures to fully participate in our application or hiring processes. Information received relating to accommodation measures will be addressed confidentially.