

### **General Job Outline – Accounting**

This position is responsible for all aspects of the day-to-day accounting functions of the business and client accounts. This includes administration of the pooled trust account and specific trust accounts, as well as the general business account, reporting to the company Accounting Manager and President. The responsibilities of the Employee include but are by no means limited to the following:

#### Trust Accounts:

- Accounts Receivable & Cash Collections including electronic payments
- Accounts Payable and cheque issuance
- Reconciliation of expenses for tenants
- Bank Reconciliations
- General Ledger/Journal Entries
- Payroll for client's resident caretakers
- Corporate bookkeeping for various clients
- Reporting to clients
- GST, PST and WCB Returns
- Associated Filing

#### General Business Accounts:

- Payroll for Company Staff
- Accounts Receivable
- Accounts Payable
- Bank Reconciliations
- GST and WCB Returns
- Financial Statement Reporting to President
- Budgeting of Expenses
- Associated filing.
- General ledger setup and administration for select client entities.

#### General Responsibilities:

- Maintain Tenant Ledgers
- Year End Financial Duties