



## Job Description

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**Job Title:** Accountant

**Job #:** ADM-502

**Department:** Administration

**Level:** 5

**Supervisor:** Controller

**Probation:** 6 months

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### POSITION SUMMARY

The Accountant is responsible for planning and administering the accounting services, giving advice on accountancy, and assisting in the preparation of budgets. The incumbent supervises the timely and accurate payment of expenses, invoices production, and collection of money owed to the Nemaska Development Corporation (NDC) and its entities. S/he is responsible for the appropriate utilization and administration of accounting systems.

### DUTIES & RESPONSIBILITIES

#### General Accounting Responsibilities

- Manage all accounting activities of NDC and its entities which includes analyzing and organizing the accounting system according to established procedures and best practices.
- Implement changes to, and maintain the accounting system.
- Oversee that any data entered in the accounting system is accurate (supplier, vendors, account numbers, etc.) and transactions are allocated properly; audit the accounting system to detect errors.
- Ensure payroll is completed in accordance with the payroll schedule and all benefit payments and obligations are met in a timely manner.
- Ensure invoices are sent, payments are reconciled, accounts receivable retrieved, accounts payable and loans are paid.
- Promptly resolve accounting irregularities and required adjustments.
- Ensure that bank reconciliations and journal entries are done monthly.
- Ensure that all ledgers, vendor statements, and accounts balance.
- Ensure that GST/PST, daily sales, fuel tax, accommodation tax, and tobacco tax are collected, repaid and reports prepared.
- Review records of all upcoming deductions to ensure their validity and to ensure funds are available.
- Ensure that a list of accounts payable and receivables is prepared, with supporting documents; present it to the Controller on a monthly basis.
- Collaborate with the Controller to prioritize the payment of invoices. Ensure that all payables are settled in a timely manner to avoid penalties, while managing accounts to have sufficient funds for payment.
- Ensure that all receivables are collected promptly.
- On a monthly basis, reconcile receivables with invoices and contract agreements and correct errors when necessary.

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- Ensure all accounts payables are for services actually rendered.

#### Administrative and Reporting Responsibilities

- Report any issues, concerns, or suspected misuse of resources to the Controller or the Operations Manager as soon as possible.
- Develop and maintain relationships with banks, other financial entities, and key suppliers.
- Respond to questions and requests from vendors, suppliers, and organizational members in a timely and courteous manner. When necessary, discuss questions with the Controller and the Operations Manager.
- Participate in the preparation of the annual budget.
- Participate in the preparation of quarterly accounting reports regarding the state of NDC and its entities.
- Collaborate with the immediate supervisor in preparing accounting and performance reports for the various entities.
- Monitor changes to and meet government reporting requirements.
- Assist auditors in the compilation of the annual financial statements for the year-end audit.
- Ensure all valuable documents and records, including but not limited to payroll-related information, credit card information, cheques, contracts and permits, etc. are safeguarded using a secured file management system.

#### Other Responsibilities

- Support the managers of all NDC departments and entities.
- Assist and support the Controller during period closures.
- Assist and coach team members when necessary.
- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

#### **EMPLOYMENT REQUIREMENTS**

##### Education and certifications:

- College diploma in accounting or a related field

##### Experience:

- 1 to 3 years of relevant experience

##### Knowledge and abilities:

- Ability to maintain confidentiality
- Strong organizational skills and attention to detail
- Working knowledge of Microsoft Office products
- Working knowledge of ACCPAC for Windows software is an asset

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Languages:

- Fluency in Cree and English is required
- Fluency in French is an asset

**WORK ENVIRONMENT**

- Typical office setting with no unusual physical demands

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_