POSITION TITLE: Senior Accountant

Employment Type (FT, PT, Contract): FT
Rate of Pay: Based on Experience
Job Location: Hamilton
Hours of Work: 35
Start Date: ASAP
Application Deadline: January 31, 2020

COMPANY NAME: Carmen's Group
Street Address: 77 James Street N. Unit 300
Phone: 905-381-9842
Fax: N/A
Email: khatch@carmensgroup.com
Website: www.carmensgroup.com/careers

General Description of Duties:
Prepare analysis of general ledger, invoices, or payroll accounts, including compiling budget or costing information and reconciling balance sheet accounts on a period by period basis

Investigate variances, determine root causes, and recommend actions to minimize

Collect, analyze and interpret financial, accounting and statistical records to prepares concise spreadsheets and reports

Assists with month-end accruals and year-end audit preparation

Collects, compiles, analyzes and documents data to provide budgetary projections for various programs

Manage and recommend improvements for inventory controls

Perform daily accounting duties for one operating company

Issuing payments including cheques, bank EFT payments, CRA payments

Remittance of WSIB and HST

Support of the purchasing activities of the organization

Assists in various audits including the preparation of year end working papers

Liaise with internal and external clients/vendors to clarify information and address concerns

Prepare general ledger entries and reconciliations

Conduct thorough analysis of GL entries
Support Director of Finance as their back up and for projects as needed

Support the Director of Finance in developing and maintaining SOPs to meet the requirements of the organization

Act as Accounts Payable and Payroll back-up as and when required

Contribute to team effort by prioritizing functions within the team and meeting deadlines

Aid with financial system conversion and software utilization

Provide guidance and mentorship to colleagues, assisting in their development and supporting the efficient delivery of quality accounting services

Skills and Experience Required:
Bachelor’s degree in business administration, economics, commerce or a related field is required.

Hold a designation or working towards or Professional Accounting Designation (CPA)

Minimum of five (5) years of relevant progressive experience, in the sector, and preferably in a unionized environment

Skilled in interpreting and applying accounting and auditing principles

Outstanding analysis and problem-solving skills

Strong computer and systems skills

Excellent communication, interpersonal, time management and organization skills

Knowledge of NetSuite Financials and ADP WorkForce Now is considered an asset

Self-starter, with proven time-management skills and a commitment to meeting deadlines

Strong understanding of internal controls and risk management

Ability to handle multiple tasks and projects

Ability to work independently and in a team environment with peers and management

How to Apply:
Email resumes to khatch@carmensgroup.com or apply online at http://carmensgroup.com/careers/

Carmen’s group is an entertainment and hospitality company committed to creating extraordinary memories for our guests and clients. Driven by our passion, creativity, innovative thinking, and world class service, we have remained industry champions for over 35 years. We are committed to enriching the lives of our guests through providing one of a kind experiences at each of our venues including Carmen’s Banquet Centre, The Best Western Premier C Hotel by Carmen’s, The Lakeview by Carmen’s, and The Hamilton Convention Centre by Carmen’s. We are devoted to bringing excitement to Hamilton and Southern Ontario, and to enhancing the image of Hamilton with every strategic initiative we pursue.

Carmen's Group makes certain there is an equal employment opportunity for all employees and applicants for employment. Carmen's Group will strive to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify Human Resources upon scheduling your interview.