

Real Co Canada is a Practice firm, which recreates all of the job functions in a Canadian business. Your placement is **unpaid** and will allow you to apply your professional skills in a realistic work environment, in order to gain hands on job experience. To find out more about Real Co Practice Firm please visit our website: <http://www.realcocoanada.com>



Position **General Accountant**
Department **Accounting/Finance**
Supervisor **Broker (or senior department role)**

Summary

This senior role in the Accounting Department maintains full set of books, keeps records of accounts, verifies procedures used for recording REAL CO. financial transactions

Responsibilities

Bookkeeping

- Keep accurate financial records and enter data using manual and/or computerized systems
- Prepare and issue payments, invoices, account statements according to established procedures
- Monitor and balance financial records and business transactions such as accounts payable and receivable, including records for general, trust and commission accounts
- Compile budget data and documents based on estimated revenues, expenses and previous budgets
- Assist in the implementation of start-up and maintenance procedures for REAL CO.
- Ensure adherence to CPFN bank and government policies, procedures and regulations
- Prepare monthly account reconciliation for verification and regular auditing reports as required.
- Create and prepare other statistical, financial and accounting reports as required

Payroll

- Prepare cheques for payroll and distribute pay checks on a weekly basis
- Calculate pay and benefits entitlements using manual or computerized systems
- Prepare and verify statements of earnings, indicating gross and net salaries and deductions such as taxes, insurance and CPP/EI.
- Process and verify forms and documentation for administration of benefits such as commissions for sales agents, income taxes, pension plans, unemployment and medical insurance
- Compile statistical reports, statements and summaries related to pay and benefits accounts
- Prepare and balance period-end reports and reconcile issued payrolls to bank statements
- Provide information to employees on payroll matters

Required Skills

- Degree in business or college diploma in accounting, or qualified to begin CGA 1 certification
- Progressive accounting experience in a fast-paced, corporate environment, with at least 1-2 years of work-related accounting/business.
- At least 1 year of supervisory or managerial experience and project management skills is preferred
- Demonstrated knowledge of MS Office, Simply Accounting and QuickBooks, with at least 1 year of work-related experience (or equivalent training/education) with accounting software
- Detail-oriented, affinity for numbers, strong analytical and organizational skills, and solid communication and interpersonal skills

"Clients' success is based upon our formula of time management, which consists of 80% business activities and 20% jobs search. Candidates are expected to manage their time to ensure a commitment to job search strategies, business activities and resulting assignments and projects. The Practice Firm experience is only as successful as the effort displayed by the participants. Our program is based on teamwork and cooperation in a mutually supportive environment that emphasizes quality work in a professional setting."