



## JOB DESCRIPTION

<b>Title</b>	Accounting Technician
<b>Level</b>	
<b>Group</b>	Accounting
<b>Reports To</b>	Controller
<b>Updated</b>	January 2025

### Position Summary

The Accounting Technician is responsible for monthly cycle accounting with some complexities and payroll processing. Responsibilities will include processing accounts payable and receivables, through to preparation of financial reports and tracking of data. This role is centered on applying Lean principles to ensure that activities and tasks are completed efficiently. In this support role, you will play a key part in maintaining a positive, smooth flow of full-cycle accounting and clerical activities for both companies (Span West & Tamarack).

### Core Responsibilities

This position performs such duties and responsibilities as may be assigned including but not limited to the following:

#### Accounting & Finance

- Manage and process accounts payable; ensure accurate and timely data-entry & posting, proper coding and authorization which includes reconciling statements, credit card transactions, expenses and follow up as required.
- Prepare payments via manual, EFT, online, transfer payments, cheque runs and create payable summaries.
- Process accounts receivable; ensure accurate and timely data-entry & posting, proper coding and GL allocation.
- Preparation/processing of information required for Pre-Authorized Debits.
- Make bank deposits when required.
- Prepare and record bank deposits and conduct reconciliations and reporting.
- Process monthly invoicing from Span West Building to the DevCos.
- Work in/accurate data entry online business accounts.
- Assist with the WCB account, insurances, etc.
- Assist with the calculate fixed assets and depreciation.
- Record sales from the Vendor's Statement of Adjustments prepared by the lawyer's office.
- Record intercompany transactions; ensure intercompany loans reconcile.
- Prepare GST & PST taxes.
- Incorporate new companies and register them for CRA accounts.
- Assist with the financial closeout of the construction projects.
- Prepare month-end and year-end journal entries and reporting.
- Assist with compilation of monthly, quarterly, annual and ad hoc financial analysis and reports such as income statements, balance sheets, etc.
- Update reports and tracking spreadsheets such as Mortgage Balance & the unsold Sales Report.
- Assist accurate and appropriate accounting file retention, storage and records.

### Payroll

- Preparation and process calculations and disbursements of payroll, including wages, bonus payments, overtime, vacations/any leaves, stat pay, remittances for source deductions, taxable benefits, tax deductions, employee expenses, etc.
- Prepare and process payroll in accordance with the applicable legislation including collecting and reviewing timesheets, entering information in payroll system, reviewing accuracy and ensuring compliance.
- Assist with the preparation and balances remittances for source deductions, etc.
- Research and assist with sourcing funding and grants through various student work placement programs.
- Assist with required payroll related documents and reporting.
- Assist in the preparation and issue of T4's.
- Prepare information for Records of Employment.
- Calculate all final pay entitlements for resignations, layoffs and retirements.
- Assist with monthly and year-end reports as needed.
- Maintain accuracy and privacy of all payroll-related files.

### Safety Compliance

- Take responsibility for your own health and safety, and that of other workers ensuring all are working in a safe manner and following safety protocols (Occupational Health and Safety Regulations, Span West safety policies, etc.)

### Other

- Support the implementation of the Span West & Tamarack's Strategic Plans by collaborating with other employees to implement projects and initiatives that advance the Strategic Priorities and help meet the Strategic Objectives.
- Ad hoc responsibilities include occasional and one-time responsibilities as needed and identifying any work, issue or task that does not appear to be under the care of any particular Job Description, and proactively resolving the work, issue or task or flagging it to the appropriate co-worker for their attention.

### **Scope of Authority**

Take all reasonable action and use discretion necessary to carry out the delegated responsibilities so long as such action does not deviate from established policies or conflict with sound business judgment.

Adhere to the Financial Scope of Authority.

### **Measures of Performance**

- All direct reports have a performance development plan, up-to-date job description and annual performance review.
- Model to the Span West | Tamarack values of being Collaborative, Detailed, Creative and Understanding.
- Support the achievement of key performance indicators from the company's strategic plan.
- Complete all assigned tasks in a professional and detailed manner.

## Qualifications and Abilities

### Education / Experience

- Certificate or Diploma in accounting from a recognized institution is required.
- Typically has one (1) to five (5) years accounting related experience including a year (1) of payroll experience.
- Good working knowledge/comfortable using industry-specific software such as: Microsoft, Google, Sage, Yardi, Construction Online.
- Lean principles experience or certification with the Lean Construction Institute (LCI) would be considered an asset.
- Possession of safety & training certifications relevant to the position, such as, but limited to; WHMIS, First Aid, etc.
- Valid driver's license.
- Must be authorized to work in Canada.
- A combination of education and experience that provides the ability to meet the requirements of this position may be considered.

### Knowledge, Skills, and Abilities

- Working knowledge of Generally Accepted Accounting Practices (GAAP), and basic accounting functions.
- Proficiency with payroll software and a strong understanding of payroll functions and compliance requirements.
- Comfortable performing accurate data entry into softwares, such as Sage, Construction Online & Yardi.
- Proficient use of MS Office Suite and Google Suite.
- Excellent attention to detail, data entry, organizational and record-keeping skills.
- Ability to use Google to manage emails, schedule meetings, and maintain calendar.
- Flexibility to handle a variety of accounting tasks.
- Have a basic understanding of project sequencing, and construction terminology and project accounting.
- Have basic understanding or property rental terminology and property accounting.
- Be able to use general office equipment.
- Clear communication (written & verbal) and comfortable participating in meetings.
- Efficient and organized multitasker working in a fast-paced environment with a knack for managing multiple responsibilities simultaneously.
- Demonstrated ability to work with highly sensitive and confidential information.
- Ability to work independently under pressure and complete tasks with minimum supervision.
- A creative mind with an ability to suggest improvements.

### Working Conditions

- General office environment.
- Driving (bank deposits).

## Employee Review

I have read the above and understand that it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude Senior Management's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the company's needs. I have been given a copy of this description.

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Employee's Signature

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Date

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Manager's Signature

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Date