

Job Title: Assistant Accountant
Department: Administration Department
Reporting to:
Date written:
Approved by:
Approval Date:
Date reviewed:
Employment Status:
Written by:

SUMMARY JOB DESCRIPTION

<p><i>Acts as assistant to the controller/accountant.</i> <i>Performs accounting-related tasks, requiring considerable experience as a bookkeeper, and knowledge of the entire accounting cycle.</i></p>

The **MAJOR TASKS** are listed below, but the incumbent may be assigned to other duties.

- Participates in preparing financial statements, in keeping with the instructions of his/her supervisor.
- Participates in analyzing financial statements, jointly with his/her supervisor.
- Closes the books of account and the ledger accounts every month.
- Verifies and documents the details of business operations, such as inflows and expenditures.
- Calculates and enters the products and charges in the case of lost, damaged or stolen merchandise, transportation costs, etc.
- Prepares the invoices, detailing the articles sold and the services provided, the amounts owing and the credit conditions.
- Issues credit notes indicating returned or incorrectly invoiced merchandise.
- Documents operations in the accounting documents, such as the work sheets, ledger or computer files.
- Completes the closing entries for reconciliation purposes and in order to determine the trial balance.
- Compiles reports indicating statistics, such as receipts and expenditures, accounts payable and receivable, profits and losses and other items related to business operations for ratio analysis.
- Uses documents such as cash register receipts, invoices, receipts, cheque stubs and computer listings in order to verify, allocate and document the details of business operations in the individual accounts in the appropriate ledgers or computer files.
- Calculates employee salaries from logs or time sheets and prepares the pay cheques or direct deposits.

- Prepares the source deductions, benefits and other tax reports.
- Prepares the time sheets and other data required for the payroll to be done by an outside firm, if applicable.
- Prepares the monthly statements and sends them to the customers.
- Compiles reports and participates in special projects, on request.
- Maintains a professional appearance and a tidy work station.
- Performs other tasks, based on management requirements and instructions.

SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs.*

JOB REQUIREMENTS

Language skills
Knowledge and skills
Responsibilities

Effort
Work conditions
Other requirements

Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

<p><i>N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.</i></p>
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