



JOB POSTING

Senior Accountant

JOB PURPOSE

To produce accurate and timely financial statements for Somerset Entertainment (SE) group of companies.

JOB RESPONSIBILITIES

- ◆ Gather all entity financials to produce consolidated financial statements for SE and its group of companies.
- ◆ Closing three key operating companies, SE Ltd., Compass Productions and SE Inc. and all non-operating companies by the 3rd workday of the following month.
- ◆ Journalize all elimination entries in the Consolidation entities as part of the consolidation process.
- ◆ Ensure all journal entries are recorded as it happen.
- ◆ Calculate, book and reconcile all actual and accrued expenses.
- ◆ Update and maintain supporting schedules for the financial statements including monthly reconciliation of Balance Sheet accounts.
- ◆ As required, update and control parameters/settings in Navision.
- ◆ Produce various sales reports on a weekly and monthly basis.
- ◆ Assist in cash management by monitoring daily cash balance and generate weekly cash report. Produce a rolling weekly cash flow forecast and arrange funds transfer between companies, as required.
- ◆ Provides detailed variance analysis for both P&L and Balance Sheet as part of the period close.
- ◆ Prepare for and meet the expectation of all external audit activities
- ◆ Work proactively to implement any new and or changed internal control processes.
- ◆ Other tasks as assign.

LOCATION OF THE POSITION

Head Office ~ Toronto

POSITION REPORTS TO

Controller

QUALIFICATIONS

- ◆ Fourth level or better of CMA/CGA program
- ◆ 2 Years related experience

- ◆ Excellent Excel and Access skills
- ◆ Knowledge of Navision would be an asset.
- ◆ Excellent organizational and communication skills