



Job Title: Senior Accounting & Payroll Specialist

Reports to: Chief Financial Officer

Department: Finance

Description

Cimsoft is looking for a Senior Accounting & Payroll Specialist, reporting to the Chief Financial Officer. The Senior Accounting & Payroll Specialist is responsible for all aspects of the accounting and financial controls, general ledger maintenance, period end close, and consolidated financial statement preparation for the Canadian subsidiary of InSource Solutions Group (Cimsoft). The position has full oversight of cash management, accounts payable/receivable, and expense/revenue reporting. The ideal Senior Accounting & Payroll Specialist should possess excellent leadership and interpersonal skills as well as a strong understanding of accounting principles.

Essential job functions

- Manage the general accounting functions, including, but not limited to Accounts Payable, Accounts Receivable, General Ledger, Billing, and Taxes
- Act as point of contact for the Canadian Subsidiary regarding A/R and A/P issues, and respond to general A/R and A/P requests
- Driving a timely monthly close process, including preparation and review of account reconciliations
- Create and submit journal entries for monthly closing, as needed
- Prepare, review, and analyze financial statements to ensure accuracy and completeness
- Banking – manage cash receipts and reconcile bank accounts. Deposit cheques as needed.
- Oversee billing, credit, and collections processes for Canadian subsidiary
- Process credit memos including vendor returns
- Maintain vendor information in NetSuite
- Process weekly vendor accounts payable payments, as needed

- Support audit and tax preparation by preparing schedules, replying to and/or researching questions from external accountants
- Preparation and filing of all sales tax returns using Avalara
- Bi-weekly payroll submission using ADP

Other job functions

- Evaluating, developing, and improving departmental controls, systems and procedures that increase accuracy and efficiency
- Partner with cross-functional teams (HR, Operations, Finance, IT) to support business needs
- Perform ad hoc analysis and projects as requested
- Key point of contact for Oakville office

Minimum job requirements

- **Education**
 - Bachelor's Degree required, preferably in Accounting, Finance, or related field
- **Experience**
 - 3+ years of accounting and payroll experience
 - Thorough knowledge of accounting rules, including software revenue recognition
 - Proficiency in accounting software (NetSuite experience preferred)
 - Intermediate to Advanced Microsoft Excel skills
 - Excellent verbal and written communication abilities across all levels of an organization

Benefits

- Full health, dental and vision benefits to all employees after 3 months
- Company paid activities for team building
- Hybrid work environment



Cimsoft welcomes all and is proud to be an equal opportunity employer and values diversity at our company. We do not discriminate based on race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, disability status, or other applicable legally protected characteristics.