

You are an operationally experienced accounting professional, looking to be involved in new and challenging opportunities that draw upon all your background, knowledge and capabilities.

If you want to put your valuable experience to work by helping a fast-growing consulting firm, with clients operating in multiple industries and sectors, then Stratford Managers is the place to be. Stratford Managers, a North America-wide management consulting firm, has the opportunity for you to put your strong accounting and communications skills to work in a full-time role, based out of our Kanata office.

You have strong customer service capabilities, excellent communication and analytical skills, have a desire to take on more responsibilities and grow with our organization.

Your new business card: Accountant

Your role: Leveraging your broad industry experience, you will work with Stratford's management team, our customers, suppliers and compliance agencies to ensure the execution of all accounting functions. You will be preparing our financial statements on a timely basis, and may be provided an opportunity to lean-in and apply your skills in a client environment.

The work: As a dynamic and versatile professional, you are able to address tight deadlines and a multitude of accounting activities with enthusiasm and precision. The Accountant is responsible for all areas relating to financial reporting including but not limited to the following:

General Accounting Duties:

- Prepare monthly and annual income statements, balance sheets and management reports
- Prepare journal entries and month-end lead sheets
- Perform monthly expense analysis and cost allocations
- Assist with budgeting and maintain all accounting records
- General ledger coding and balance sheet account reconciliation
- Work closely with management to prepare ad-hoc reports to address business needs

Customer Related Duties:

- Prepare customer invoices
- Reconcile and prepare accounts receivable reports
- Administer customer accounts
- Record cash receipts and follow up with customers to ensure timely receipt of all payments

Supplier and Compliance Duties:

- Match vendor invoices to related documentation and ensure accurate GL coding
- Administer supplier accounts and respond to inquiries
- Prepare cheques or direct deposit payments
- Reconcile and prepare accounts payable reports
- Reconcile and file HST and other government returns as needed
- Review expense reports to ensure integrity and accuracy

Other

- Ensure financial data is backed-up on a regular basis
- Maintain well-organized filing systems
- Ensure compliance with company policies and controls and proper authorization of all transactions
- Experience with payroll, rolling cash flow statements and reporting against budget is an asset

Your credentials: Here's the checklist:

- College diploma or University degree with a focus on accounting or bookkeeping
- A minimum of 5 years of experience in accounting or bookkeeping
- Good knowledge of accounting concepts and principles (ASPE)
- Strong knowledge of QuickBooks, Excel, and Windows applications

About you:

- Attention to detail and accuracy is a must
- Strong organizational and analytical skills
- Strong verbal and written communication skills
- Able to quickly develop relationships and trust
- Action-oriented, self-starter
- The kind of person people want to work with

About us: Stratford Managers is a multi-practice consulting and management services firm that helps innovative organizations achieve their goals. Because of the variety of practice areas within our firm, there is rarely a problem that we can't solve for our clients. The company is led by accomplished, practice leaders who are experts in their field and experienced practitioners. Unlike traditional consulting firms, Stratford Managers goes beyond typical analysis and recommendations. We provide pragmatic, actionable solutions to client problems that draw upon our extensive operational experience. We really thrive when we roll up our sleeves and lean-in to implement those solutions.

As a result, our client relationships tend to be for the long term. Stratford Managers helps our clients achieve their goals by ensuring our consultants achieve theirs. We are dedicated to the success of our consultants through our mentoring, business infrastructure, and marketing and sales support. Stratford Managers is a platform for building fulfilling consulting careers. To see the talented people you'll be working with, visit <http://stratfordmanagers.com/practices/finance/> and <http://www.stratfordmanagers.com/team>

Send your CV to: Dean Fulford, VP HR Consulting
dean.fulford@stratfordmanagers.com

Accommodation for applicants with disabilities is available upon request.