

An Airbus H160 helicopter is shown in flight against a backdrop of a mountain range under a cloudy sky. The helicopter is white with blue accents and has 'H160' and 'AIRBUS' visible on its side.

**AIRBUS**

## ***WE'RE LOOKING FOR A GENERAL ACCOUNTANT POSITION LOCATION: FORT ERIE, ONTARIO***

The General Accountant is responsible for providing accounting support to the Manager of Accounting and other employees within the Finance Department. In this position they are responsible for performing daily general accounting tasks and data entry such as preparing, posting and correcting journal entries. The General Accountant is also responsible for reconciling and analyzing various accounts, producing various financial reports, preparing GST and QST returns and Financial Statement Analysis schedules.

### **MAIN RESPONSIBILITIES**

#### **General Accounting – 75%**

- Create journal entries, general and specific to month end, including allocations
- Posting own and others manual journal entries
- Reviewing Bank daily transaction reports
- Reconciling and analysing various accounts such as bank accounts, miscellaneous accrual and unvouchered liabilities accounts
- Reconciling and maintaining various accounts.
- Closing pay purchase orders for purchasing.
- Analysing Operating Expense and preparing accruals as needed
- Maintaining Fixed Asset inventory including depreciation calculation
- Preparation of wire payments to foreign vendors
- Administrating and reconciling of petty cash.

#### **Financial Reporting – 20%**

- Producing various financial reports for Finance and cost centre report for the management team
- Preparing Financial Statement schedules
- Preparing GST and QST returns for filing

#### **Administration and Support – 5%**

- Perform various other duties for the Finance Department such as ordering office supplies, filing, etc.
- Support Accounts Receivable and Accounts Payable clerks through various processes when required
- Document work instructions, processes, and procedures
- Conducts other analysis, reports or special projects as required

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## MINIMUM JOB REQUIREMENTS

- University or College Diploma in Accounting
- Intermediate level in Excel (vlookup and pivot tables)
- 4 years' experience working with Microsoft office products
- 2 years' experience in ERP system (SAP an asset).

## EXPERIENCE

- Experience with bookkeeping and intermediate accounting procedures
- Knowledge of generally accepted accounting and bookkeeping principles and procedures
- Ability to meet tight deadlines
- Attention to detail
- Strong organizational skills
- Able to work under limited supervision
- Excellent communication skills
- Able to work independently and with a team
- Flexible
- Strong problem solving skills

To apply for this position, please send an up-to-date resume and cover letter to [erin.hagar@airbus.com](mailto:erin.hagar@airbus.com).