

Accounting Analyst Toronto, Ontario

Background

Burgundy Asset Management Ltd. is a leading global investment manager providing discretionary investment management for private clients, foundations, endowments, pensions, and family offices. Founded in 1991, Burgundy strives to protect and build our clients' wealth over the long term. Burgundy is fully independent, and employee owned.

Position Summary

Reporting to the Manager, Corporate Accounting, you will be responsible for the day-to-day functions of accounts payable, accounts receivable and bank reconciliations. You will assist in the preparation of the quarterly working papers, analysis, and stakeholder reports. The main objective of this position is to build and improve corporate accounting services. This is a full-cycle accounting role, and the successful candidate will demonstrate strong attention to detail and clear communication skills. In this role, you will be expected to meet required deadlines, maintain excellent relationships with other departments as well as fellow team members.

Responsibilities

Accounts Payable

- Ensure invoices received are correct and properly authorized.
- Record accounts payable accurately and on a timely basis.
- Prepare weekly cheque runs and ad hoc rush cheques as required.
- Prepare government remittances (Corporate tax remittances etc.), ensuring that deadlines are met.
- Send electronic/manual outgoing wire transfers.
- Keep up to date vendor information in the accounting system, Multiview.
- Verify expense reports are entered accurately with proper documentation.
- Assist in the administration/maintenance of Concur (Expense Report System).

Accounts Receivable/Banking

- Ensure all receivables are recorded accurately and in a timely manner.
- Prepare bank deposits.
- Run ad hoc accounts receivable reports for distribution to Administration Team and make any adjustments as required.
- Update new client information in Multiview.

General Ledger

- Maintain fixed asset module and run depreciation schedules on a quarterly basis.
- Maintain up to date information in the general ledger to preserve integrity and accuracy of financial statements.
- Prepare weekly bank reconciliations and monitor bank account activity.
- Run various reports for management.
- Record monthly accruals, reconcile expense accounts, and prepare quarterly audit binder.
- Assist with the preparation of the quarterly management report and annual financial statements.

Government Filing

- Prepare monthly HST/QST returns.
- Assist with the preparation of the corporate income tax working papers.

Systems/Databases

- Maintain database of scanned documents (contracts, leases).
- Perform upgrades to the accounting system, as required.

Key Requirements

- A strong sense of responsibility and organization.
- Ability to work well and communicate effectively within a team.
- Excellent analytical skills, with strong attention to detail.
- Possess or is working towards an Accounting Designation.
- Strong working knowledge of Excel and Word required.
- Experience using Multiview or similar accounting software required.

Expectations

- Maintain high-quality client service.
- Encouraged to bring forward new ideas on how to improve processes and productivity.
- Keep current on any regulatory developments that affect our business.
- To work within the team, to foster an environment of learning, cooperation, and excellence.

Required Qualifications

- University degree in accounting or related field.

Other Skills

- Detail-oriented.
- Ability to multi-task.
- Highly organized.
- Collaborative and collegial attitude.

Application Requirements

All interested candidates should submit the following to careers@burgundyasset.com with the job title (Accounting Analyst) in the email subject line by 5:00 p.m. EST on February 4, 2022.

- Resume
- Cover letter
- In 350 words describe how you motivated yourself to complete a routine task.

Burgundy Asset Management Ltd. is an equal opportunity employer. Accommodations on the basis of disability, and other accommodations as required by the Ontario Human Rights Code, are available on request at all stages of the selection process and during employment.