

# Senior Accountant



## Who are we?

Have you ever wondered what makes trading and settlement possible in Canada? It's Fundserv—the online ecosystem that ensures every fund transaction is processed timely, accurately and securely. We're an online hub that electronically connects manufacturers, distributors, and intermediaries, enabling them to buy, sell, and transfer investment funds.

## Our Culture & Values

Fundserv is guided by our four core values: Collaboration, Adaptability, Integrity, and Respect. Because above all else, Fundserv CAIRs:

- Collaboration
- Adaptability
- Integrity
- Respect

## Benefits & Perks

Fundserv provides a comprehensive benefits plan that includes the following:

- Health care spending account
- RRSP with employer match
- Annual performance pay
- Wellness reimbursements
- Employee discount program
- Charitable donation matching
- Flexible hours & remote work options

To better support our employees during Covid-19, we've expanded our benefits:

- Work from home stipend
- Virtual social events including escape rooms, online trivia & games
- Corporate-wide mental health days
- Subscription reimbursement for fitness, nutritional, and mental health apps

## Location:

Downtown Toronto (hybrid)

**Reports to:** Director, Finance & Accounting

**Department:** Finance & Accounting

*Fundserv is an equal opportunity employer. We welcome and encourage applications from individuals with disabilities. Accommodations are available on request – please let us know how we can meet your needs.*

## The Opportunity

The Senior Accountant is accountable for the timely and accurate preparation of the financial statements, financial planning and analysis. They are also accountable as back up for the N\$M industry settlement function. The Senior Accountant's overall understanding and proficiency in all accounting operational matters will allow them to carry out these functions with little supervision. In this role, you will:

- Ensure that all journal entries are prepared and entered using correct and complete information including the correct financial statement line item, department, project and BAU category, following the correct accounting treatment, and posted in the correct accounting period in a timely manner
- Timely and accurate general ledger closing
- Set up, implement and continually uphold financial reporting controls to ensure the integrity of the financial reporting process and safeguard of assets, and report and actively correct any deviations with a sense of urgency
- General ledger reconciliations including balance sheet reconciliations
- Analyze financial information and results thoroughly and with discipline, using consistent methodology and with an attention to detail and understanding of the business to discover trends and anomalies and take corrective action as appropriate, forecast based on prior results, and explain findings to senior leaders
- Preparation of the first draft of the annual tax provision
- Responsible for all payments including fixed assets acquisitions, capital leases, consulting expenses and network and infrastructure spending are authorized, invoices recorded in the accounting records following the correct accounting treatment, and paid in a timely manner, while co-ordinating with other departments as necessary to ensure sufficient controls are in place to prevent invalid payments and late payments
- Ensure the correct fixed asset and prepaid schedules are developed and implemented for monthly posting following the payment of invoices
- Maintain a fixed asset schedule and inventory that is correct, up to date, reflecting all valid assets with the correct values and categorization; reconcile the fixed asset schedule to regular physical counts.
- Responsible for the timely & accurate preparation of month end closing entries and supporting schedules, including accruals and prepaid expenses.
- Ensure prompt and accurate payment of all related taxes and filing with CRA
- Vendor Management ensuring contracts and documents are up to date and approved, and control processes are implemented and co-ordinated with accounting and the payable cycle so valid invoices are paid on a timely basis with the correct accounting
- Documentation of all significant processes as they evolve
- Responsible for the prompt reconciliation of Fundserv bank accounts and timely resolution of outstanding items.
- Interbank transfers, FX transfers and cash forecasting
- Timely and accurate invoicing of customers.
- Resolution of customer invoicing queries and e-billing issues.
- Accountable for the review and signoff of monthly Audit Billing Report.
- Responsible for the monthly reconciliation between Fundserv's accounting system (Navision) and billing data (Oracle)
- Accountable for cash receipts application and the accuracy of the A/R sub-ledger
- Support A/R, audits, and other duties as required

## Why YOU are the person we're looking for

- Post-Secondary education specializing in Finance or Accounting
- 5 years experience in a similar role
- Experience with general ledger functions and the month/quarter/year end close process
- Understanding of Canadian GAAP related to accounting, audit, and tax
- Knowledge of banking processes and clearing flows
- NetSuite experience, and Advanced Excel skills an asset

**If this sounds like you, apply today at [hr@fundserv.com](mailto:hr@fundserv.com).**