



## Looking for **REAL HORSEPOWER**

# WE'RE HIRING

### **POSITION:** General Accountant (Full Time)

#### **Get to Know Us:**

Standardbred Canada is a not-for-profit association and the national breed registry for the standardbred horse with over 6000 members. We serve our horses and members by recording pedigrees and racing statistics for the Canadian harness racing industry and by being a news leader for the industry with a very active website and monthly Trot magazine.

#### **Culture**

"It's about the H.O.R.S.E. of course" – At Standardbred Canada our corporate values promote Honesty, Ownership, Respect, Service to Others and Excellence. Our success is powered by people and technology. We champion diversity and always look for ways to put more pace into the sport. Our employees are the real horsepower of the association and are always at the core of who we are and what we do.

**Location:** 2150 Meadowvale Blvd, Mississauga, Ontario

### Summary of Position • **General Accountant (Full Time)**

#### **Responsibilities**

- Ensures the timely and accurate completion of all cash receipt transactions
- Completion of month end reconciliations of cash receipts and related account activity
- Receive and maintain custody of incoming cash funds and deposit to financial institution
- Develop, analyze, reconcile, balance, and maintain accurate accounting records
- Provides support and acts as a back up for the completion of AP and AR functions
- Assist with internal and external audits including preparation of working papers
- Identify and recommend opportunities to continuously improve financial procedures to maximize efficiency
- Assist with annual preparation of operating and capital budgets
- Provide monthly variance analysis and business rational actual vs budget vs forecast
- Reconciling bank statements, completing journal entries and reconciling accounts
- Investigates and resolves any discrepancies or processing errors
- Acts as backup for Payroll and Benefits Administration
- Works with other departments and personnel to resolve concerns or respond to queries as needed
- Other duties as assigned

#### **Experience & Education Requirements**

- Bachelor's degree in Business Administration (Accounting or Finance)
- Working towards completing the CPA accounting designation is an asset
- Experience in a not-for-profit environment is an asset
- Minimum 4 years of general accounting experience
- Experience working with an ERP System, preferably Sage
- Proficient in Microsoft Office with strong Excel skills
- Technically strong in accounting principles (GAAP), practices, procedures, and internal controls
- Knowledge of financial analysis and reconciliation techniques
- Experience in cash procedures, AR/AP and bank reconciliations
- Focused on delivering high levels of service and responding to all inquiries/requests in a professional manner and with a sense of urgency

#### **What We Can Offer for All Your Hard Work?**

- Health and Insurance Benefits
- Work from Home Opportunities
- Competitive Salary
- Fast paced working environment

### **JOIN OUR TEAM • APPLY NOW**

Attention:

[careers@standardbredcanada.ca](mailto:careers@standardbredcanada.ca)

**Applicant Closing Date: September 16th**

*We thank all those who apply but only those applicants who are selected for an interview will be contacted.*