



Accounting Assistant – ATELP Role Profile

Job Summary

The Accounting Technician is responsible for supporting the financial operations of multiple companies through accurate and timely processing of accounting transactions, maintenance of financial records, and assistance with reporting and compliance. This role also provides direct support to the Chief Financial Officer (CFO) and Chief Executive Officer (CEO) by preparing financial data, assisting with project tracking, and contributing to strategic financial planning initiatives.

Key Responsibilities

- Process accounts payable and receivable, journal entries, and bank reconciliations.
- Support internal audits and ensure compliance with financial policies and regulations.
- Provide financial data and insights to aid executive decision-making.
- Coordinate with external accountants, vendors, and internal departments.
- Maintain confidentiality and accuracy in handling sensitive financial information.

Qualifications:

- Diploma or certification in Accounting, Finance, or a related field.
- Experience with accounting software
- Strong analytical skills and attention to detail.
- Ability to communicate financial information clearly to non-financial stakeholders.
- Proven ability to manage multiple tasks and meet deadlines.
- Proficient in Microsoft Word, Excel and Outlook
- Knowledge of operating standard office equipment
- Proper Professionalism, Telephone & Customer Service Etiquette Mandatory
- Bondable
- Ability to learn new programs

Work Environment & Conditions

This position is in a climate-controlled office environment and works Monday to Friday, scheduled. Schedule amendments or work outside of regular hours may be required to satisfy business need. Providing support to internal and external clients is an essential component; work from home and/or hybrid work arrangements do not satisfy the essential duties of this role and therefore are ineligible.

Will require sitting for extended periods of time, (34%-100%). There are considerable psychological and cognitive demands which occur on a frequent to constant basis. Delivery within tight deadlines, detail and accuracy, cross functional collaboration, exposure to confidentiality are cognitive demands occurring on a frequent to constant basis (34%-100%).



