



## Swain & Associates Inc.

### Job Description – Account Representative for Client Service

- ✘ Complete month-end closings including full accrual accounting for Financial Reporting to our clients at the Parent Company and Local level.
- ✘ Payroll – responsible for client employee Canadian payroll processing based on designated payroll frequency e.g. semi monthly, bi-weekly etc. Maintenance of all employee files including Personnel. Action forms for appropriate approval for new hires, rate changes, approved compensation plans, bonuses, commissions, taxable benefit calculations including ESPP, stock options, tracking of vacation and other personal time for complete payroll records by Province etc.
- ✘ Government mandatory remittances – employee withholdings, EHT, WCB, GST, PST and other compliance reporting/filing for all jurisdictions in Canada
- ✘ Accounts Receivable – responsible for invoice generation and issuance to Canadian customers including verification of tax calculation where applicable based on exemption or applicability as well as cash receipt application and collections of outstanding accounts. An understanding of sales tax compliance is necessary.
- ✘ Accounts Payable: Vendor Invoices – responsible for verifying appropriate invoice approval in accordance with Client policy and Corporate Commitment Guide, clerical accuracy verification of extensions, cross foots, tax calculations etc., coding of all invoices based on Client chart of accounts and data entry as well as responsible for regular payment processing to ensure prompt payment based on due dates and obtain appropriate cheque signing. e.g. invoice for office supplies, facilities, telephone, utilities, couriers, advertising, marketing costs, etc.
- ✘ Accounts Payable: Employee Expenses - responsible for verifying appropriate expense report approval in accordance with Client policy, clerical accuracy verification of extensions, cross foots, tax calculations, foreign exchange rates etc., coding of all employee expense reports based on Client chart of accounts and data entry as well as responsible for regular cheque runs or electronic deposit to employees bank accounts to ensure prompt payment based on payroll frequency dates and obtain appropriate cheque signing.
- ✘ General Contact for client – responsible for telephone, e-mail, and written communication to client regarding job responsibility issues and communication with employees of the client regarding payroll and expense report issues, other outside communications e.g. Group Benefits, vendors, customers etc.
- ✘ General Administration – responsible for generation of own timesheets, Computer system maintenance, software upgrades, AV updates etc.

**Systems Experience Required:** QuickBooks Premier 2005 to 2007: Accountant Edition software, spreadsheet creation, maintenance and updates utilizing Microsoft Excel, communication utilizing Microsoft Outlook email and Word.