



Job Description

Job Title:	Financial Accountant
Department:	Finance
Location:	Toronto
Reporting to:	Director, Finance
# Direct Reports:	0

Position Scope:

Reporting to the Director, Finance, the **Financial Accountant** supports specific financial accounting functions related to all corporate divisions including selected month-end closing tasks, account reconciliation, Dynamics Great Plains support, ad hoc data projects and tax and other reporting support.

Key Responsibilities:

General Ledger

- Responsible for specific account reconciliation and analysis
- Manage Client/Writer advances (long-term accounts receivable) and tracking of royalties recouped against same via Customer/Vendor offsets
- Assist in Interim and year-end audit process including audit schedules and working papers

Month-End

- Ensure timely, complete and accurate financial data capture in financial systems for accounts
- Participate in month-end close activities
- Provide support to finance team as required

Reporting

- Assist in monthly financial reporting package and supporting reports and analysis
- Provide project spending and analysis reports to management
- Design new and maintain existing reports in financial systems as required

Tax

- Manage and submit monthly HST/VAT tax filings
- Provide financial statements and related data for Canadian, US and UK tax returns

- Manage Canadian residency certificates with CRA and provide tax forms to non-Canadian clients and sources
- Manage US and Canada information tax reporting (1099, T5 and NR4)

Process Improvement and projects

- Make recommendations to accounting process improvements
- Ad-hoc projects and tasks as required

Qualifications, Experience and Skills:

- Accounting designation required
- Minimum 3 years of work experience
- Effective verbal and written communication ability
- Dynamics Great Plains experience a plus
- Demonstrated ability to adhere to deadlines and effectively balance competing objectives
- Ability to effectively set priorities with strong organizational skills to handle multiple responsibilities simultaneously
- Ability to provide decision-making support and analysis
- Tax filing and preparation work an asset
- Experience with sub-ledger an asset

Behavioral Identifiers:

- Customer-service focused
- Organized and results driven
- Analytical and determined
- Detailed oriented
- Pro-active; takes ownership of responsibilities assigned
- Flexible and adaptability to changing priorities
- Personable and positive teamwork attitude

This role offers a competitive salary, bonus, and benefits program
The successful candidate will need to agree to a complete background check

Please send your resume to careers@anthemeentertainment.com
We thank all respondents for their interest and will contact only those whose skills and backgrounds closely meet the criteria

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