

Overview

Our story began in 1903, and since then, we've been a food company powered by deep values, a family atmosphere and our very own kind of entrepreneurial spirit. Today we're a company filled with fresh energy. We are going places in the grocery business at full speed, and we're looking for amazing people to join us on this exciting journey.

The Retail Accountant is responsible for gathering, reviewing, and reporting all financial data related to Retail Operations in a timely and accurate manner.

Reporting to the Accounting Manager, the duties and responsibilities include but are not limited to:

Job Duties

Income Statement Preparation

- Prepare quarterly Profit & Loss statements for Corporate and Associate stores
- Prepare and key journal entries from various sources
- Ensure integrity and completeness of financial reporting through timely and accurate allocation of transactions to proper accounts
- Identify discrepancies in store financial data and investigate root cause
- Schedule and verify completion of store inventory counts
- Distribute Income Statements to appropriate personnel within the organization

Monthly Reconciliation

- Prepare and review all balance sheet reconciliations on a periodic basis ensuring accuracy and no irreconcilable differences
- Verify Drop Ship sales and Drop Ship purchases for accuracy

Tax Remittance

- Prepare and file GST and PST returns and remittances
- File Corporate Tax installments

Other Responsibilities

- Prepare Working Papers for auditors and act as a liaison for all inquiries
- Prepare and key appropriate charges to stores
- Review asset purchases for correct capital or expense allocation
- Calculate depreciation
- Review invoices for PST self-assessment
- Liaison with Associate Store's external accountants and answer all inquiries
- Provide support to store employees related to financial reporting
- Conduct analysis of insurance claims as required
- Key journal entries prepared by management
- Prepare and provide various financial reports as requested
- Other duties as required.

Street Credentials

- Completion of a 2 year accounting diploma program from a recognized institution or equivalent required

- Minimum 3 years of experience in an accounting environment, preferably in the retail industry
- Proven competency to interpret and review financial statements
- Pride yourself on your ability to communicate with all levels of the company based on an open, collaborative and a solution focused mindset coupled with a high degree of trust, credibility and confidentiality.
- Attention to detail, together with the ability to effectively organize and prioritize work while remaining flexible and willing to meet the needs of the department.
- Genuine passion about internal and external experiences and desire to ensure a positive experience with every interaction.
- Exceptional written communication as well as proficiency in the use of the Microsoft Office Suite.
- Demonstrates an understanding of available technologies, how to use them, and the value they provide.
- Continuous learner with a naturally curious mindset.
- A team player, who is willing to roll up their sleeves and jump in to support the team
- Optimistic and open to new ideas or challenges that may come your way.