



Position / Title	Assistant Accountant
Reporting to	VP Finance
Last updated	April 24, 2026

Focus

The assistant accountant is to support the VP of Finance by facilitating the daily accounting operations of the company. This position is designed to assist the VP of Finance by providing support to AP, AR, and Payroll, and by assisting in the month end and year end functions.

Overall outcomes

AP, AR, Payroll – Provides day to day support for each role specifically during month end and provide full position coverage during when needed.

Month and Year End – Perform monthly reconciliations on key accounts and banks ensuring accuracy of the monthly financial data, and entering recurring monthly journal entries to for intercompany transactions, asset management, accrual items, and prepaid expenses.

Upholds TWB's values when dealing with employees, clients, vendors and subtrades, protecting confidential information and maintaining positive relationships with employees, other businesses and individuals.

Responsibilities

- Provide ongoing support to AR and AP accounting operations
- Process and enter month end journal entries for depreciation, prepaids, intercompany expenses, and accruals.
- Reconcile key GL accounts including suspense, banks, AR, and AP
- Perform monthly bank reconciliations for all companies.
- Process monthly government remittances for GST.
- Provide job cost support ensuring accuracy between Procore and Sage
- Assist with payroll and HR tasks as required.
- Provide full position coverage of AP, AR, and Payroll as required by vacations and other absences
- Act as the Resident Commissioner of Oaths to witness signing statutory declarations.
- Assist VP of Finance with Year End and various government audits
- Coordinate holdbacks.



Requirements

QUALIFICATIONS

- Post-secondary diploma in Finance, Economics, Business Studies, Accounting or a related field is preferred.
- Experience of 5 years in full cycle accounting
- Experience in the construction industry is considered an asset
- Valid driver's license

SKILLS

- Knowledge of general accounting principles, provincial and federal payroll tax regulatory standards and compliance requirements.
- Demonstrated ability to perform complex account reconciliations
- Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs.
- Familiarity with Sage300 Construction and Real Estate considered an asset.
- High degree of accuracy, attention to detail and confidentiality.
- Excellent analytical, problem solving and decision-making skills.
- Effective verbal, listening and written communication skills.
- Effective organizational, stress and time management skills.
- Demonstrates a sense of urgency and ability to meet deadlines.

PERSONAL ATTRIBUTES

- Task and detail-oriented
- Consistent and accurate with a good sense of logic.
- Excellent at following policies and procedures in order to get the job done right.
- Able to pay attention to details while keeping in mind the big picture.
- Teamwork-oriented.
- Able to concentrate in a high-paced environment.
- Good communicator.