



ECRC ~ SIMEC

EASTERN CANADA RESPONSE CORPORATION IS HIRING!



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POSITION TITLE:

CORPORATE ACCOUNTANT

The position of Corporate Accountant is responsible for:

- core accounting activities, including banking, accounts receivable, accounts payable excluding project-related transactions, reconciliations, and financial reporting
- supporting multi-provincial operations
- maintaining compliance with Accounting Standards for Private Enterprises (ASPE)
- contributing to month-end and year-end closing activities, working papers, and audit support
- providing operational support within the Finance function
- acting as a backup to the Financial Controller
- contributing to process improvements and special projects

If you are seeking a fast-paced, dynamic environment, we invite you to send us your resume and cover letter. Required qualifications:

- Post secondary degree or diploma in Accounting, Finance, or a related discipline.
- 7–10 years of progressive accounting experience, including accounts receivable, accounts payable, banking, reconciliations, and month end close.
- Experience supporting multi provincial operations.
- Strong knowledge of financial systems, reporting tools, and enterprise applications.
- Strong organizational skills.

Join our mission and drive operational excellence for a cleaner, safer Canada.



EASTERN CANADA RESPONSE CORPORATION/
LA SOCIÉTÉ D'INTERVENTION MARITIME, EST DU CANADA

**Corporate Accountant /
Comptable corporatif
Job Description /
Description du poste**

Department:	Corporate
Reports to:	Director of Finance

Job Summary

The Corporate Accountant is responsible for core accounting activities, including banking, accounts receivable, accounts payable excluding project-related transactions, reconciliations, and financial reporting. The role supports multi-provincial operations, maintains compliance with Accounting Standards for Private Enterprises (ASPE), and contributes to month-end and year-end closing activities, working papers, and audit support. The position also provides operational support within the Finance function, acts as a backup to the Financial Controller, and contributes to process improvements and special projects.

Key Responsibilities / Duties

Banking

- Retrieve and record daily banking transactions, including wires and direct deposits.
- Process payments and transfer funds between accounts accurately and in a timely manner.
- Prepare monthly bank reconciliations and investigate and resolve variances.

Accounts Receivable (AR)

- Review and verify invoices prepared by the Client Services Coordinator.
- Assign invoice numbers, ensure proper allocation, and process payments.
- Maintain accurate membership schedules and shareholder reconciliations.
- Prepare Bulk-oil Cargo Fee (BOCF) invoices, including quarterly billing for pre-billers.
- Perform monthly AR reconciliations and resolve discrepancies.

Accounts Payable, except projects (AP)

- Process and reconcile supplier invoices accurately and on a timely basis.
- Match invoices to purchase orders, code expenses, and route for approval.
- Maintain vendor master data, including EFT information.
- Prepare and execute payments and ensure proper documentation and filing.



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General Accounting & Reporting

- **General Ledger:** Prepare and post journal entries and supporting schedules (e.g., accruals, prepaids, deferred revenue). Maintain assigned general ledger accounts and ensure transactions are accurately recorded and supported. Investigate unusual transactions and prepare correcting entries as required.
- **Reconciliations:** Prepare and review balance sheet reconciliations and supporting schedules; investigate variances and resolve discrepancies, including schedules for Response Organizations (PTMS/ALERT), subscribers, shareholders and Shipping Federation payments.
- **Month-end close:** Support month-end close activities, including review of general ledger accounts, trial balance validation, and completion of assigned close deliverables. Serve as a backup resource for month-end close activities as required.
- **Tax & Compliance:** Support the preparation of periodic federal and provincial sales tax filings and related account reconciliations; maintain audit-ready documentation to support internal reviews and external audits. Serve as a backup resource to track, reconcile, and remit GST/HST and other applicable sales taxes.
- **Audit-ready documentation / working papers:** Prepare month-end and year-end working papers and supporting documentation (e.g., meals by province, fuel receipts for shareholders, sales tax support).
- **Accounting Systems:** Support the administration of accounting systems and participate in system upgrades, testing, and process improvements. Assist users with financial system issues and data integrity reviews.
- **Reporting package:** Prepare components of monthly reporting packages, including running and validating general ledger and trial balance reports and compiling required reporting schedules. Assist with preparation and provide supporting explanations for monthly financial reporting, monthly and annual financial statements and year-end audit deliverables in accordance with ASPE.
- **Treasury & Cash Management (Backup Coverage)**
 - Support treasury and cash management activities during the absence of the Financial Controller or as assigned. Monitor cash balances and provide cash position information to management, as required.
 - Assist with cash flow forecasting and liquidity monitoring.
 - Support banking administration activities and maintain related documentation.



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- Assist in the execution of special projects as required, including contributing to budget preparation through accurate data entry within the appropriate software systems.
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Backup Coverage

The role also provides backup coverage (e.g., vacations, personal leave, emergencies):

- Act as first backup to the Financial Controller for month-end close, filings, Treasury & Cash Management and payments.
 - Provide secondary backup within the Finance and Accounting function.
 - Provide backup support during emergency operations, as required.
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Qualifications

Minimum Qualifications

- Post-secondary degree or diploma in Accounting, Finance, or a related discipline.
- 7–10 years of progressive accounting experience, including accounts receivable, accounts payable, banking, reconciliations, and month-end close.
- Experience supporting multi-provincial operations.
- Strong knowledge of financial systems, reporting tools, and enterprise applications.
- Strong organizational skills.

Preferred Qualifications

- Strong working knowledge of accounting standards (ASPE).
 - Experience preparing balance sheet reconciliations, supporting schedules, and audit working papers for year-end.
 - CPA designation or actively enrolled in the CPA program.
 - Experience in full-cycle accounting, including general ledger, AR/AP, payroll support, treasury, and month-end/year-end close.
 - Experience with annual audit coordination and external auditor requests
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Skills & Competencies

- High attention to detail with the ability to manage competing priorities.



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- Strong time management skills with the ability to prioritize and manage multiple tasks.
- Demonstrated ability to document processes, follow controls, and identify opportunities to improve efficiency and accuracy.
- Excellent communication and interpersonal skills.
- Bilingualism (English/French).

Working Conditions

- Hybrid or on-site work arrangement, depending on operational needs.
- Participate in emergency response operations and serve in an assigned Finance Section role, providing backup support to the Project Accounting Team as required.
- Travel as required.