

Accounting Associate (2)

About us

DMI EXIM Limited is a leading trade organization based in Canada. Our company has deep relationships with many third-party suppliers either to facilitate the sale of their own products or for purchase and sale. We source products from around the globe and ship products to over 40 international markets. Know more about us at www.dmiexim.com

General Accounting and Reporting:

- Prepare bank reconciliations on a daily/weekly/monthly basis for assigned bank accounts
- Perform Accounts Receivable/Payable data entry
- Reconciliation of customer & vendor accounts on regular basis.
- Monitor accounts to ensure payments are current
- Research and resolve invoice discrepancies and issues
- Correspond with buyers and respond to inquiries
- Provide supporting documentation for internal requests
- Perform other administrative duties of the accounting department
- Analyze and reconcile GL accounts for month-end
- Follow all aspects of month-end close activities to meet deadlines
- Assist staff in compiling month-end and year-end reporting packages
- Assist with preparation of year end audit working papers
- Prepare year-end files for various legal entities for financial statement and tax support
- Other duties as required

Requirements:

- Minimum One year's direct experience in an Accounting/Bookkeeping
- Experience in gathering data, compiling the proper information, and preparing financial reports
- Basic knowledge of accounting systems
- Effective attention to detail and a high degree of data entry accuracy
- Strong work ethic and positive team attitude
- Sound analytical thinking, planning, prioritization, and execution skills
- Able to effectively communicate both verbally and in writing
- Aptitude with computer software including QuickBooks, Microsoft Office- email, Word, Excel

Education:

- Bachelor's degree in Commerce