

Mandarin Restaurant, headquartered in Brampton, Ontario, is a legendary franchise chain proudly serving for over 40 years. We celebrate life's special moments and everyday wins with everyone. We do this with high quality food, a warm atmosphere and friendly service for our customers. The chain is comprised of 30 licensed restaurants across Ontario. Each restaurant creates award-winning Canadian and Chinese favorites with every Dine-In, Take-Out and Delivery experience.

The headquarters is currently looking to hire **Finance Coordinator** (dependent on the successful candidate's level of experience and their qualifications). We are seeking a passionate and results-driven individual to join our team.

### **RESPONSIBILITIES**

- Record and process supplier invoices and staff expenses claims and credit card expenses
- Assist to resolve financial coding allocation issues. Initiate, record and confirm payments to suppliers and service providers
- In charge of full function of A/P & A/R, including invoicing, account reconciliation & aging report
- Maintain general ledger, perform bank reconciliation & file Government tax returns
- Prepare monthly reconciliations to ensure that records and information are accurate
- Process adjusting journal entries and prepare Month or quarter end financial reports
- Assist in year-end accounting and audit related routines
- Assist with budgeting and reforecasting processes
- Prepare statistics reports and standardize financial reporting
- Prepaid tracking, journal entries for insurance, and other pre-payment procedures
- Review and post accounts payable sub-ledger entries and accruals information to the general ledger
- Assist to preparation of audit requirements from exterior auditor

### **QUALIFICATIONS**

- University degree or College diploma in Accounting or Finance
- CPA designation or is in progress
- At least 3 years' accounting & finance experience
- Excellent analytical and organizational skills, with the ability to prioritize and handle multiple tasks and deadlines
- Excellent written and verbal communication skills
- Ability to work both independently and within a team
- Demonstrate attention to detail and accuracy

- Proficient with Microsoft Office programs
- Proficient with accounting software, i.e. Sage 50
- Bilingual is an asset (English and Chinese)

Mandarin Restaurant is an equal opportunity employer offering a competitive salary and benefits package. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We sincerely thank all candidates who have applied, however, only those selected for an interview will be contacted.