



**Position:** Accounting Clerk  
**Department:** Finance/Accounting  
**Reports to:** Finance Manager  
**Revision Date:** September 25, 2023

### **About Us:**

L Squared is a SaaS company building the next generation of communication solutions for the modern business that harnesses the power of data, analytics, and a simple user interface to organize, distribute and publish content that is dynamic, relevant, and personalized. "The L Squared Hub" is an industry-leading secure cloud content management and distribution platform that supports SMB and Enterprise allowing any business to easily take their critical information and present it to customers, employees, and decision makers either on demand or by scheduling. Featuring an off-the-shelf or customized platform, that creates immediate visibility to core business metrics, communications, or simply information to keep key employees informed by bringing data, analytics, and communications to the forefront that empower employees to be more knowledgeable, productive, and informed.

Our best-in-class user interface combined with our cloud platform turns any existing TV, digital display, dashboard, desktop, or mobile device, anywhere in the world, into a powerful communication medium that is relevant and personalized.

### **Fit:**

We have grown rapidly over the past two years, supporting high-profile clients in the USA, Canada, Europe, South America, Australia, and Asia. We are gearing up for even faster growth and looking for motivated, passionate, and intelligent team players that love to work in fast-paced, sometimes chaotic environments, who believe in integrity, mutual respect, quality work, and being customer obsessed to join our team.

If you think you would be a great fit for our team, please apply today.

### **Our Core Values:**

- Obsessed with Client Success: We win when you win! We put the spotlight on you and will not be satisfied until you are!
- Shift Left: We'll find the right person to do the right job. Services drives us and we take full responsibility to make it easy and relevant on day one.
- Our People Are Key: We are problem solvers and our entrepreneurial spirit, energy, is infectious, they are smart,
- Do the Right Thing: We believe in integrity, honesty, accountability, trust, and kindness.



- Self-Motivated & Self-Aware: We believe in accomplishing goals, being curious and getting feedback.

### **What the Company Will Provide to You:**

- A fun, fast-paced, open, and friendly work environment
- Competitive average salary
- Company benefits (after probationary period)
- Training
- Company events

### **Principal Responsibilities:**

As an Accounting Clerk, your duties and responsibilities include but are not limited to:

- Organize and Process Financial Transactions by keying data, sorting documents, and processing digital transactions.
- Reconcile transaction, budget, and expense report to prepare Month end reports.
- Post and process journal entries to ensure all business transactions are recorded.
- Coordinate with AR AP to ensure filing system is maintained.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting/financial guidelines.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Update financial data in databases to ensure that information is accurate and immediately available when needed.
- Assist with other accounting projects such Budget forecasts.
- Assist with balance sheet, taxes, and profit/loss statements.
- Partner with the team to conduct audits to verify compliance with the Income Tax Act, Canadian Business Corporation Act, and other statutory obligations.
- Establish and manage accounting systems and handle financial data for individuals, various departments within organizations, businesses, and other entities.
- Review financial records and create financial statements and reports.
- Inspect financial accounts and records to prepare income tax returns based on accounting data.
- Evaluate financial statements and reports, offering financial, business, and tax guidance.
- Familiar with SaaS (software as a Service) industry and using QuickBooks Online, NetSuite, etc.
- Other duties as assigned.

**Requirements & Skills:**

- Bachelors in accounting, finance, or relevant field.
- A minimum of two to three years of experience in a related position.
- Strong math skills, and excellent organizational skills.
- Proficient accounting software and spreadsheets user, ability to manage multiple tasks simultaneously.
- Solid understanding of accounting principles, regulations, and standards, knowledge of relevant tax laws and regulations.
- Involvement in business registration, tax compliance and creating, distributing, and reporting tax datasheets.
- Experience working with intercompany transactions and reconciliation in preparation for audit.
- Excellent attention to detail to ensure that financial records are accurate and complete.