



General Accountant

Company: Thomas, Large & Singer Inc.

Location: Markham, Ontario

Job Type: Permanent, Full Time

Experience: 1 year

Education: University Degree or College Diploma

General Job Description

Thomas, Large & Singer Inc. (TLS) is currently seeking an energetic **General Accountant** to join our team.

Reporting directly to the Manager, Finance, the General Accountant is responsible for a broad range of accounting functions, including reconciliations, tax filings, and regulatory reporting.

Summary of Duties and Responsibilities:

- Daily bank reconciliation and ensure timely resolution of discrepancies
- Reconcile prepaid expenses and capital assets, including tracking and depreciation
- Prepare and file Canadian and US sales tax monthly
- Prepare customs and duty filings with Canada Border Services Agency
- Prepare bottle deposit reconciliation and filing for applicable provinces
- Support accounts payable functions including coding and processing invoices, and payment preparation
- Prepare billings for commissions and other intercompany transactions
- Prepare internal and external treasury requirements e.g. reporting, monitoring & purchasing of foreign currency, setting up payments for approval
- Prepare filings for Statistics Canada

Key Qualifications:

- Post-secondary education in Accounting, Finance, or a related field
- Minimum 1 year of relevant experience
- Sage X3 ERP proficiency is an asset
- Knowledge of accounting principles and tax regulations
- Intermediate Microsoft Excel skills
- Excellent organizational skills and able to manage multiple deadlines
- Strong written and verbal communication



- Willingness to learn and self-motivated
- Commitment to continuous improvement and professional development

What's In It for You...

- **Great team** dynamic and tight knit company culture. One of the most important factors in choosing your next role is the people you work with and our people are AWESOME!
- **Flexible work environment.** Ability to work from home 2-3 days per week.
- **Competitive compensation package (salary & bonus).** We get it – money isn't everything, but it's still a very important factor.
- **Benefits** – Health & Dental, Life Insurance, Disability Insurance, Parameds – Massage!
- **Pension Matching** (after 1 year – employees put in 5% and TLS matches with 5%)
- **Tuition and professional fees** reimbursement.
- **Summer Hours Program** – who doesn't want to leave early on Fridays to spend more time with friends and family while the sun is shining.

Interested candidates may apply by email to Human Resources, HR@tlscanada.com with your resume and salary expectations.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Thomas, Large & Singer welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.

About Thomas, Large & Singer Inc.

Since 1912, Thomas, Large & Singer has been a preferred buy-sell distributor in the Consumer-Packaged Goods industry for many Canadian and international clients. Over the past century, the company has developed expertise in all facets of the industry from national logistics and warehousing to order-to-cash, trade promotional control solutions, broker management and sales agency of private label and industrial ingredient solutions.

To find out more, please go to our website www.tlscanada.com