



Position: **Staff Accountant (Maternity Leave Contract)**

Location: **Brampton Branch**

Closing date: September 16, 2026

The Finance team is seeking a Staff Accountant (Maternity Leave Contract) to support the Controller in a variety of general accounting functions, including accounts payable and accounts receivable processing.

RESPONSIBILITIES

- Issue invoices to charter customers.
- Support receivables process by liaising with staff at various branches.
- Follow up with customers to ensure payments are received in a timely manner.
- Provide support to Controller during month-end close process.
- Assist with preparing deliverables for the external auditors.
- Maintain accounting controls by following policies and procedures.
- Other duties and/or projects as required.

QUALIFICATIONS

- College or University Bachelor's degree in accounting, or a Bachelor degree in business with emphasis in accounting working toward or having an accounting designation.
- Minimum of two years' experience and/or pursuing accounting designation.
- Knowledge of Sage ERP Systems is an asset.
- Strong mathematic skills, the ability to analyze figures, knowledge of accounting principles and excellent verbal and written skills.
- Must be able to multi-task, establish priorities and organize efficiently.

TO APPLY: Please email your resume to emma.ma@switzer-carty.com

Switzer-Carty Transportation thanks all interested applicants, however only those selected for an interview will be contacted. Switzer-Carty welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.