

**INTERMEDIATE ACCOUNTANT**

Mistral Group of Companies

**Division:** Mistral Land Development

**Hours of Work:** 40 hours per week

**Reports to:** Director of Finance

**Vacancy:** New Position

**Location:** Hybrid – located in Ottawa

**Application Deadline:** November 26, 2025

**Status:** Permanent, Full-Time

**Submit to:** [careers@mistralgroupt.ca](mailto:careers@mistralgroupt.ca)

**Salary/Wage:** \$80,000 - \$85,000 per annum

**Posting #:** 03-2025-MLD

Reporting to the Director of Finance, the Intermediate Accountant is responsible for supporting the day-to-day financial operations of Mistral Group, including general ledger maintenance, financial reporting, payroll support, and compliance activities. This position will play a key part in ensuring accurate and timely financial data across corporate functions and contributes to the integrity of financial processes.

**Duties and Responsibilities:**

**1. General Accounting**

- 1.1 Prepare and post journal entries, accruals, and adjustments for month-end and year-end close.
- 1.2 Reconcile general ledger accounts, bank statements, and intercompany transactions.
- 1.3 Maintain accurate financial records and ensure compliance with accounting standards and internal policies.
- 1.4 Assist in preparing financial statements and supporting schedules.
- 1.5 Review and process vendor invoices, employee expense claims, and subcontractor payments.
- 1.6 Monitor accounts receivable aging and assist with collections and customer inquiries.
- 1.7 Ensure proper coding and documentation of all transactions.
- 1.8 Work closely with finance, HR, operations, and project teams to ensure alignment and accuracy of financial data.
- 1.9 Provide financial support and insights to cross-functional teams as needed.

**2. Payroll**

- 2.1 Process bi-weekly payroll for all divisions ensuring accuracy and compliance with provincial and federal regulations.
- 2.2 Maintain payroll records and ensure confidentiality of employee data.

- 2.3. Assist with preparation of payroll reports and year-end documents (T4s, ROEs, etc.).
- 2.4. Review and process employee monthly reimbursements ensuring adherence to company policy and accurate coding for reimbursement and cost tracking.

### **3. Reporting and Compliance**

- 3.1. Assist with month-end and year-end close processes, including preparation of journal entries and reconciliations.
- 3.2. Reconcile accounts payable ledgers and generate summary reports for management review.
- 3.3. Review and process employee expense reports, ensuring compliance with company policies and proper documentation.
- 3.4. Communicate with employees to resolve expense-related inquiries and ensure timely reimbursement.
- 3.5. Reconcile corporate credit card transactions and ensure accurate allocation to appropriate accounts.
- 3.6. Ensure compliance with internal controls, accounting policies, and financial regulations, including Mistral Group standards.
- 3.7. Maintain organized and audit-ready documentation to support financial reviews and external audits.

### **4. Other**

- 4.1. Works in a safe manner and ensures department operations are carried out in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, Mistral Group of Companies' policies, procedures, and other associated legislation.
- 4.2. Other related duties, as assigned.

**The successful candidate will possess the following:**

#### **Education**

- Degree or diploma in Accounting, Finance, Business Administration, Bookkeeping or a related field.

#### **Experience**

- Three (3) years of corporate accounting experience, preferably in real estate, construction or related industry.
- Experience with payroll accounting and reconciliation is an asset.

#### **Knowledge, Skills and Abilities**

- Knowledgeable of accounting principles, budget development, cost control methods, contract administration and billing processes.
- Excellent organizational skills with the ability to manage multiple projects and deadlines.
- Clear and concise written and verbal communication skills.
- High attention to detail with a commitment to accuracy.
- Ability to work effectively with cross-functional teams and build collaborative relationships.

- Adaptable to changing priorities and project demands.
- Use sound judgement to make recommendations and resolve issues.
- Ability to maintain confidentiality of sensitive financial and contractual information.
- Proficiency with ERP software (QuickBooks Online) and Microsoft Office suite including an advanced knowledge of Excel.

A combination of education, training and experience may be considered.

*We thank all applicants for their interest in the posted position; however, only those selected for an interview will be contacted.*

*Consistent with our core values, Mistral Group of Companies is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (careers@mistralgrou.ca) to make appropriate arrangements.*

*Please be advised that Mistral Group of Companies may use Artificial Intelligence (AI) technology at any stage of the hiring process, including screening, evaluating, and selecting qualified candidates.*

*Mistral Group of Companies also frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline, up to and including termination.*