



**Job Title: Junior Accountant**

**Reports to:** Operations Manager / Finance Manager

**Team:** Finance & Operations

**Service Line/Department:** Administration

**Location:** Toronto (Hybrid – Min 3 days in office)

**Position Summary**

ERA is currently seeking a Junior Accountant to join the Finance and Operations Teams in their Toronto Office. The primary purpose of the position is to support the financial and operational setup and closure of projects, manage accounts receivable and payable, and handle general administrative correspondence. This role exists to ensure accurate data entry, timely financial transactions, and effective communication with internal and external stakeholders to enable smooth day-to-day financial processes, thereby contributing to operational efficiency.

**Key Responsibilities and Accountabilities:**

**Project Accounting**

- Set up stage one of the Ajera project process by assigning new project numbers and descriptions to upcoming projects, ensuring accurate tracking and alignment prior to proposal creation;
- Ensure the project setup template is completed in full so that critical data can be transferred into Ajera;
- Update the Excel job list as well as setup of the project folder on the server;
- Change project status (close, hold) in Ajera and job list per requests sent to project setup;
- Complete ad hoc projects (targeted data clean up, etc.) assigned by Operations Manager;
- Communication with Principals, Associates and staff to extract and provide information relative to opening and closing projects.

**Collections & Accounts Receivables**

- Assure clients are aware of monthly accounts by sending monthly client statements by email;
- Manage and document all accounts 60 days past due, including sending biweekly collection emails and maintaining accurate collection notes;
- Communicate with clients regarding payment options, encouraging the use of Electronic Funds Transfer (EFT);
- Process credit card payments through Global Payments for clients who request this method;
- Deposit cheques via the third-party cheque scanning machine at least three times per week (office at 625 Church St).

**Accounts Payables**

- Monitor and respond to all emails in the expenses inbox;
- Prepare semi-monthly expense summaries, including receipts and reports, and submit them to the Finance Manager for review;
- Gather and enter all credit card receipts into the accounting system;

- Prepare electronic payment batches, including entering vendor invoices, confirming banking details, preparing payment summaries with backup documentation, and sending remittance emails to vendors.

### **Administration**

- Respond to all emails sent to the accounting inbox and forward emails addressed to team members.
- Check staff Ajera time entries at month end and compile a list of staff with outstanding time for the Finance Coordinator.

### **Position Requirements**

- A Bachelor's Degree or Diploma in Accounting, Finance, or Business Administration, or an equivalent
- Minimum of 1 year of experience in accounting or finance, with a focus on data and/or systems management
- Strong understanding of operational processes and data handling
- Advanced Excel skills and excellent analytical abilities
- Solid grasp of bookkeeping principles
- Exceptional attention to detail and accuracy
- Strong organizational and time management capabilities
- Ability to manage routine tasks and follow established procedures
- Collaborative team player
- Excellent written and verbal communication skills (French is an asset), for working with internal teams and external clients
- Exposure to project accounting or experience in a professional services environment (e.g., architecture, engineering, consulting) is an asset
- Familiarity with Ajera software is considered a strong asset

### **Working Conditions**

This role is primarily office-based, with a requirement to work onsite at the Toronto office at least three days per week. There are no travel requirements, and the work is performed in a standard professional office environment.

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To apply, please email your CV and cover letter to [irenev@eraarch.ca](mailto:irenev@eraarch.ca) by 5pm Wednesday, November 12, 2025.

ERA does not discriminate against applicants or employees because of their race, creed, colour, age, religion, gender, disability, sexual orientation, marital status, military status, national origin, or ancestry. ERA is committed to fostering an inclusive and equitable workplace where all employees and partners feel valued, respected, and supported. ERA is committed to working with and providing reasonable accommodation to applicants with disabilities.