



Accounting Analyst (Individual Contributor) - Halifax, NS (Remote/Hybrid)

We are seeking an Accounting Analyst to join our Finance team. This is an *individual contributor* role, reporting to the Head of Business Development and Finance, with no direct reports. If you are detail-oriented, collaborative, and thrive in a hands-on accounting environment, we want to hear from you.

Salary: \$65,000 – \$87,750 (Band 4)

Key Responsibilities

- Accounting Operations and Close: Lead end-to-end month-end close; prepare and review journals, working papers, and balance-sheet reconciliations; maintain a clear audit trail.
- AP/AR, Billing and Cash: Manage invoicing cadence, revenue calculations, monthly billings, vendor set-ups, invoice processing, AR aging, collections, and bank reconciliations; monitor cash positioning.
- Payroll and Statutory Filings: Coordinate payroll and benefits with HR/provider; post payroll journals; prepare and file HST/GST and other required filings; maintain compliance calendar.
- Reporting and Decision Support: Produce monthly reporting packs with KPIs and variance notes; provide actuals and insights to support forecasting and budgeting.
- Controls, SOPs and Continuous Improvement: Maintain internal controls; keep SOPs up to date; recommend efficiency improvements.
- Audit and Year-End Support: Build PBC binders, schedules, and samples; liaise with auditors; document resolutions for continuity.
- Vendor and Customer Management: Oversee relationships, ensuring accuracy and timeliness in payments and billing.
- Corporate Card Administration: Add or remove users, adjust limits, ensure balances are paid on time.



Not in Scope

- Accounting policy decisions and complex technical memos
- Final sign-off on audited financial statements
- Treasury strategy, financing arrangements, and enterprise risk design
- Long-range financial planning and capital strategy
- People leadership

Qualifications

- Degree or certification in Accounting or Business
- CPA (completed or in progress) is an asset, not required
- 5+ years full-cycle accounting experience, including month-end close, reconciliations, AP/AR oversight, and audit exposure
- Proficiency in O365, especially Excel
- Experience with accounting software such as NetSuite, SAGE, Globe, or similar ERP
- Working knowledge of ASPE/GAAP and sales tax compliance
- Experience transitioning to a new accounting system is an asset

Skills & Competencies

- Exceptional attention to detail and self-motivation
- Strong reconciliation discipline and problem-solving skills
- Effective planning and organization to meet closing and filing deadlines
- Clear communication with financial and non-financial stakeholders



- Collaboration and influence without authority
- Sound judgment, ethics, and confidentiality
- Alignment with League Data core competencies: Accountability, Building Trust, Decision Making, Embraces Change, Interpersonal Skills, Planning and Organizing, Time Management, Valuing Diversity

Interested candidates should email a PDF copy of their resume and cover letter to mrؤل@leaguedata.ca by September 26th, 2025.

Join League Data and bring your accounting expertise to a team that values clarity, accuracy, collaboration, and impact.