



Officer of Accounting

Posted by Vault Credit Corporation

Posting Date : 23-Feb-2026

Closing Date : 22-Aug-2026

Location : Toronto

Salary : \$\$60,000–\$70,000 Per Year

Job Requirements

- **Education:** Relevant university degree or college diploma
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job id:** ABOJ4829668

Job Description:

Vault Mortgage is a private, non-bank mortgage lender offering a supportive, forward-thinking workplace that encourages professional growth. We are currently seeking a dedicated and detail-oriented **Accounting Officer** to become part of our collaborative and fast-paced team.

This role is hands-on and provides exposure to multiple areas within the private mortgage lending industry. The successful candidate will work closely with team members while contributing to key financial operations.

Key Responsibilities

- Reconcile bank accounts and general ledger balances
- Prepare and circulate daily management reports
- Complete compliance reporting for lenders and regulatory bodies
- Produce monthly and consolidated financial statements
- Generate ad hoc financial reports for management and investors
- Process cash receipts, accounts payable, accounts receivable, and perform account reconciliations
- Respond to internal inquiries and assist with problem resolution
- Calculate monthly loan payments, validate third-party calculations, and address discrepancies
- Review borrower loan statements
- Perform additional accounting-related tasks as assigned by management

Qualifications & Skills

- Relevant university degree or college diploma with at least two years of related work experience
- Strong understanding of generally accepted accounting principles (GAAP), financial policies, procedures, and budgeting practices
- Highly detail-oriented with strong organizational and follow-up abilities
- Capable of preparing and managing daily financial reporting requirements
- Able to handle multiple tasks and projects simultaneously in a fast-paced environment
- Excellent verbal and written communication skills

- Self-motivated team player who can also work independently
 - Advanced proficiency in Microsoft Excel and strong working knowledge of Microsoft Word
 - Experience with NetSuite and/or Mortgage Automator is considered an asset
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The ideal candidate demonstrates a strong desire to learn and continuously improve the efficiency and timeliness of financial reporting processes. If you are known for your strong work ethic, ability to manage competing priorities, sound judgment, and problem-solving skills with minimal supervision, we would love to hear from you. We are looking for someone organized, resourceful, adaptable, and positive who thrives in a dynamic environment.

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted due to the high volume of applications received.

Vault Mortgage Corporation is committed to fostering a diverse and inclusive workplace and is proud to be an equal opportunity employer. Accommodations are available upon request throughout the recruitment and selection process. If you require accommodation, please inform us accordingly.

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