



CRAIG CANADIAN GROUP TRAVEL LIMITED

-  1092 Mount Pleasant Rd, Toronto, ON M4P 2M6
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-  www.craigtravel.com

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General Accountant: Reports to the General Manager

Role and Responsibilities

- Preparation of monthly reports, journal entries, credit card statements, and bank reconciliations
- Responsible for the timely filing of weekly, and monthly BSP submissions
- Responsible for all Accounts Payable and Accounts Receivable functions
- Daily bank reconciliations
- Calculation and payment of government taxes (HST, Corporate Taxes, EHT)
- Year-end preparation, working closely with external accounting consultants
- Correspondence with external accounting consultants
- Other accounting duties as required.
- Ability to further develop this position as required
- Interface all sales into the TRAMS accounting system
- Record all cash receipts into bank accounts (cheques received from clients, vendors, and in-house charges)
- Issue all cheques for office expenses and group sales-related expenses (bank deposits, suppliers, and staff)
- Ensure airport transfers are paid and correctly expensed by group
- Calculate and pay GST monthly
- Ensure all filing is kept up to date

Qualifications

- Strong experience in financial accounting, Travel Industry preferred but not mandatory
- Thorough knowledge of the TRAMS back-office accounting system
- Advanced knowledge of Microsoft 365, Excel, and Word
- Knowledge of BSP reporting
- Strong written, verbal, and analytical skills
- Detail-oriented, self-motivated team player
- Ability to work effectively with other managers and directors
- Ability to work independently and troubleshoot issues
- High attention to detail and accuracy

Additional Qualifications

- Experience in travel accounting
- Experience in travel retail
- Accounting background
- Working knowledge of TRAMS
- Working knowledge of other automated accounting systems is an asset
- Working knowledge of Amadeus CRS accounting entries
- Understanding of trust account banking

Please submit a cover letter and your resume to careers@craigtravel.com

 careers@craigtravel.com

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