



# Junior accountant

## Job details

- Location. New Westminster, BC
- Type of Work. Hybrid. Office & Remote
- Salary: \$22 to \$25 hourly (To be negotiated) 15.5 hours per week
- Terms of employment. Permanent Employment. Part time leading to full time
- Day/Flexible Hours
- Start date: Starts as soon as possible.
- Benefits: Health benefits/Paid vacations/Group retirement plan/Free parking

## Overview

### Languages

English

### Education

- College/CEGEP (Preferred)

## Credentials

### Certificates, licences, memberships, and courses

- Chartered Accountants (CA) Designation (Preferred) or,
- Chartered Professional Accountant (CPA) (Preferred)

### Experience

1 year or more

## **Responsibilities**

### Tasks

- Ensure accuracy and compliance with accounting standards, procedures and internal control.
- Prepare financial statements and P& L monthly reports.
- Analyze financial documents and reports.
- Examine accounting records.
- Reconcile bank accounts.
- Entered visa transactions and reconcile visa accounts.
- Prepare the trial balance of books.
- Maintain general ledgers and financial statements.
- Prepare payroll.
- Review external audits and adjust journal entries, balance sheets and financial statements accordingly.
- Assist the Manager of Finance and Administration in preparing funders and Board reports.
- Prepare Charity Information Return from accounting records.
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems (Quick Books)

## **Experience and specialization**

### Computer and technology knowledge

- Quick Books
- MS Excel
- MS Word
- MS Outlook

## **Additional information**

### Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail.
- Repetitive tasks

## Personal suitability

- Accurate
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgement
- Organized
- Reliability
- Team player
- Dependability
- Proactive

## Benefits

### Health benefits.

- Health care plan
  - Accidental and serious illness
  - Extended medical and dental plan
  - Critical illness
  - Long-term disability
  - Health spending account
  - Life insurance

### Vacations.

- 4 weeks of paid vacation per the first year.

### Savings plan.

- Group retirement plan

### Other benefits.

- Free Parking Available