

## Junior Accountant – Full-time, Permeant

Fairwinds is an established, master planned residential community anchored by the Fairwinds Golf Course, Marina and Fitness Centre. This community currently has over 700 existing homesites with approvals in place for more than 2,100 over 750 acres. Visit [www.fairwinds.ca](http://www.fairwinds.ca) for more information.

Fairwinds is currently seeking a full-time Junior Accountant to join our Finance Team in Nanoose Bay. Reporting to the Controller, the ideal candidate will possess a minimum of 2-3 years accounting or bookkeeping experience, with a focus on AP, cash controls and account reconciliations.

### PRIMARY DUTIES AND RESPONSIBILITIES

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#### Accounts Payable

- Facilitate the approval, coding, input and payment of all vendor invoices, ensuring compliance with internal control guidelines.
- Preparation of ad-hoc financial reports related to accounts payable, cash, and expenses.
- Communication with internal and external contacts related to AP issues.

#### Cash Controls/Bank Deposits

- Count daily cash outs from all departments and report any errors to departmental managers.
- Prepare bank deposit slips.

#### Other Duties

- Assistance with monthly account reconciliations.
- Assistance with payroll function.
- Ad hoc administrative and financial reporting tasks as required by Controller

## REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

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- 2-3 years of accounting experience minimum, with a focus on AP, cash controls, and account reconciliations.
- Progress towards an accounting certification will be considered an asset.
- Advanced Microsoft Office experience, with a focus on Excel and Outlook.
- Experience with Quickbooks
- Excellent verbal and written communication skills, with the ability to maintain confidentiality when necessary.
- Self-motivated with the ability to work individually or as part of a team.
- Ability to prioritize and meet a variety of deadlines.
- Diploma or similar training in Accounting, Commerce, Bachelor of Business Admin, or bookkeeping would be a very valuable asset but not required.

Please provide two professional references.

Compensation: Competitive salary, plus medical/dental and company benefits