



Staff Accountant Job Posting

POSITION TITLE:	Staff Accountant
DEPARTMENT:	Finance
REPORTS TO:	Financial Controller

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 for more information.

Fairwinds is currently seeking a full-time Staff Accountant to join our Finance Team in Nanoose Bay. Reporting to the Controller, the ideal candidate will possess 3-5 years accounting or bookkeeping experience, with a focus on AR, account reconciliations and assisting with financial statement preparation.

PRIMARY DUTIES AND RESPONSIBILITIES

Accounts Receivable

- Prepare and post journal entries to record sales revenue from multiple departments.
- End of day reconciliation of cash and credit card transactions.
- Preparation of monthly customer statements and overview of month end AR balances.
- Management of monthly pre-authorized payments.
- Communication with internal and external contacts related to AR issues.

Other Duties

- Preparation of all monthly account reconciliations.
- Preparation of weekly cash reconciliations.
- Preparation of month-end adjusting journal entries for review by Controller.
- Preparation of PST and GST filings for review by Controller.
- Assistance with preparation of monthly financials statements.
- Ad hoc administrative and financial reporting tasks as required by Controller



FAIRWINDS

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REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

- 3-5 years of accounting experience minimum, with a focus on AR, account reconciliations and assisting with the preparation of financial statements.
- Ideal candidate will be working towards accounting degree and/or professional designation.
- 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.

Please provide two professional references.

Compensation: based on experience, plus benefits