



<https://onionlakehealth.org/careers/junior-accountant-2-positions/>

Junior Accountant – 2 Positions

Description

- Is the first line of defense that ensures the accuracy and completeness of financial transactions from every side
- Has in-depth knowledge of the minute details of every transaction entered the GL by the various accounting clerks or program managers

Responsibilities

- Play a role in the daily accounting operations.
- Process and post journals entries to ensure proper recording of all business transactions
- Manage accounts receivable, issues invoices and follow up on payments.
- Update and monitor the accounts payable system to ensure that suppliers/ vendors are paid within established time limits.
- Responds to employee, supplier/vender inquires regarding payments.
- Assist with basic reconciliations, monthly preparations of financial statements that include profit and loss statements, cash flow records, and balance sheets.
- Assist with payroll activities (as required)
- Assist with monthly Bank reconciliation of all bank accounts and credit cards
- Assist with month-end close.
- Assist with monthly, quarterly, and yearly financial reporting.
- Handling of assets management which includes but not limited to preparing and monitoring of the fixed asset schedule
- Assists with tax and regulatory compliance.
- Electronic filing of documents, proper filing of accounting information and documents.
- Support the accountants in the preparation of financial reports.
- Any other functions as assigned.

Qualifications

- Grade 12 Minimum
- Great attention to detail
- Minimum 1 year accountant experience
- Demonstratable experience of full cycle accounting and month-end close.
- Ensuring the integrity of the General Ledger.
- Work with little supervision.

Contacts

DEADLINE DATE: December 6, 2024

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

Hiring organization

OLHBI

Employment Type

Full-time

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to: Human Resources

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