



Under the direction of the Finance Manager and working with the Finance team collaboratively, the Finance Assistant provides day-to-day support for a broad spectrum of financial and accounting activities. This is an internal customer focused role providing expertise and timely fulfillment of tasks relating to supporting our various business departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Finance Manager, the Finance Assistant duties will include, but are not limited to:

- Creating sales invoices
- Performing account reconciliations
- Creating journal entries
- Creating and reviewing monthly reports
- Financial analysis for organization - gathering data for review
- Additional projects as assigned

EXPERIENCE & QUALIFICATIONS

- Current enrollment in the Finance or Accounting designated program at Red Deer College or recognized institution or program
- Microsoft Great Plains experience will be considered an asset
- Satisfactory background check
- Proficiency with Microsoft Office Suite required
- Excellent communication skills, both written and verbal
- Strong work ethic with a focus on maintaining confidentiality and attention to detail, experience working with highly sensitive and confidential information
- Exceptional Interpersonal skills and a proven team player

AFFILIATIONS

Westerner Employees Association– Exempt

TO APPLY

Please email your Cover Letter and Resume, to Human Resources with your name and the name of the position you are applying for **in the subject line** to HR@westernerpark.ca

This job description is not intended to be all inclusive and Personnel may perform other related duties as requested to meet the ongoing needs of the organization.