



The Junior Accountant is a vital member of the Westerner Park Finance Business Unit. This position is responsible for assisting the Finance Manager with Cash Management, Payroll, Month End Procedures and Inventory Control for Westerner Park. This position plays a key role in ensuring accounting practices are compliant and proper controls are carried out for each department and event.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Finance Manager, the Junior Accountant is responsible for:

- Verifying that transactions comply with financial policies and procedures
- Preparing batches of invoices for data entry
- Receiving and reviewing the daily sales reports, including Interact, Visa, MasterCard and process sales from the Food and Beverage Business Unit
- Ensure confidentiality and security of all financial files
- Working closely with Food and Beverage Business Unit, reconciling sales reports, inventory reports and deposits
- Consolidating year end files for Finance Business Unit for storage and preparing files for new fiscal year
- Maintaining confidentiality and protecting payroll operations by keeping information confidential
- Compile payroll data such as garnishments, vacation time, insurance and other deductions
- Create required internal management reports from the payroll system
- Ensure reporting, processing and reconciliations adhere to all policies and procedures
- Updating payroll records by recording changes including new hires, insurance coverage, salary increases, vacation, etc.
- Processing new hires, terminations, transfers and promotions
- Retaining payroll records in compliance with Federal and Provincial employment regulations
- Ensuring wages are in compliance with Westerner Employee Association Agreement
- Processing TD1 and tax information for staff
- Assisting Finance Manager with additional duties as required



EXPERIENCE & QUALIFICATIONS

- A Certificate in Business Administration, majoring in accounting, and 2 years related accounting experience
- Knowledge of word processing program(s) (Microsoft Word / WordPerfect)
- Knowledge of spreadsheet program(s) (Excel / Lotus)
- Experience with computerized accounting and payroll programs
- Experience with Great Plains accounting system would be considered an asset
- Good understanding of accounting basics
- Strong time management skills to handle flow of workload
- Must be performance-driven and thrive in a fast-paced environment
- The ability to think innovatively, creatively and strategically
- The ability to work on multiple projects with high attention to detail in a deadline-oriented work environment
- Proven ability to work with different levels of management and staff
- The ability to work independently, collaboratively with the team and problem solve
- Excellent administrative, organizational, communication and interpersonal skills
- A positive and mature attitude
- The ability to work additional hours during peak times as required

This is an exciting opportunity for the right individual who has a passion for Accounting and wants to be part of a growing organization that makes a difference in Central Alberta. You will work with an innovative team that fosters collaboration, welcomes new ideas and supports individual professional growth and development. Westerner Park offers a competitive compensation package, a positive work environment and great people to work with who want to be here. If you have a solid accounting foundation, a positive attitude, and want to be part of the exciting Events industry, we encourage you to apply.

APPLY TO: Email your resume attention to; Finance Manager the with subject line noted as Junior Accountant to askus@westernerpark.ca

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