



Title: Staff Accountant

Reports to: Business Manager

Entity: Global Spectrum

Summary:

To perform a full range of professional accounting duties related to accounts receivable, payroll, general administration, spread sheeting, record keeping and reporting.

Qualifications:

- Three years of accounting and/or AP/AR experience, preferably including significant work with invoicing, payroll, and spread sheeting.
- Application of generally accepted accounting principles and procedures to a variety of accounting audits, transactions, and problems
- Principles and practices of government taxes and reporting requirements
- Financial report preparation, methods and techniques
- Operate a computer to perform accounting functions
- Modern office procedures, methods and related computer equipment
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Proficiency in MAS 200 and ADP Payroll Software, will be considered an asset
- Proficiency in Microsoft Office, Word, Excel, and Outlook required

Job Functions:

- Perform all receivable duties, including invoicing, posting, and verification of entries to GL, as well as posting entries to subsidiary ledgers, and general ledger accounts, running trial balances.
- Prepare and oversee payroll processing and on sight Human Resource functions
- Apply Federal, Provincial, and local laws and regulations pertaining to accounting/auditing work
- Examine and verify a variety of financial documents and reports
- Prepare a variety of financial statements, reports, and analyses
- Apply accounting principles to the maintenance of financial and accounting transactions and audit of financial records involved for in-house food and beverage operations
- Operate a ten key calculator by touch at a speed necessary for successful job performance
- Operate a computer to perform accounting functions
- Perform related duties and responsibilities as required
- Able to work independently

Apply via email with resume and cover letter to Jackie Collier at:
soec.careers@penticton.ca