

COMPETITION # TBG 2551

FACILITY: Heritage Building - Camrose

DEPARTMENT: Financial Services

TITLE: Junior Financial Analyst

STATUS: 1.0 FTE – Temporary (6 month end date Feb 10/23)

POSITION SUMMARY:

Working as an integral part of the financial services team, the successful individual will provide full-cycle accounting expertise in a highly automated processing environment, including but not limited to accounts receivable, accounts payable and financial analytics.

QUALIFICATIONS:

- Excellent problem-solving capabilities, with a thirst for learning and continuous process improvement
- Possess a strong attention to detail, ability to work in a fast-paced environment as well as excellent time management and organization skills
- Currently enrolled in CPA program or desire to obtain designation, consideration will also be made for similar education such as a diploma/certificate in business administration with a focus on accounting

REQUIREMENTS:

- Accounts receivable functions such as rent processing, bank reconciliations and invoicing
- Accounts payable functions such as review and processing of invoices, purchase order follow up, vendor communications and payment runs to ensure all payables are collated and processed in a confidential, accurate and timely manner
- Assist with financial analytics on a case by case basis to help ensure accuracy and process integrity
- Apply knowledge of professional accounting standards, including revenue recognition, accruals, internal controls and identifying risk factors

PAY RANGE: As per MOS collective agreement

DATE POSTED: August 10, 2022

CLOSING DATE: When a suitable candidate is found.

Must be 18yrs of age or older to apply for this position, please email your resume to resumes@bethanygrp.ca
The competition number must be listed in the subject line to be considered for this position.

All Employees are required to be fully immunized against COVID-19 and provide proof of full immunization against COVID-19 as a condition of employment. *Full immunization status is achieved when 14 days have passed after the second dose of a two-dose vaccine, or the first dose of a single-dose vaccine.*

In compliance with The Protection for Persons in Care Act, successful candidates must provide a valid Criminal Record Check (current within 90 days) before employment can be confirmed.

We sincerely thank all candidates for their application; however only those selected for interview will be contacted.