

Job Description: Senior Accounting Assistant

Location: Saskatoon

Category: Full Time

Department: Accounting

Deadline: June 28, 2017

Job Description

The OBASA Group of Companies is expanding and looking to fill new accounting positions from data entry to CFO. We are a dynamic, ever growing team who thrives on working in multiple industries and international business. Our team is seeking energetic accounting professionals to assist in driving our expansion forward. Resumes for all levels of accounting are encouraged to be submitted. Special consideration will be given to those applicants who fit the needs of our currently open position, Senior Accounting Assistant as defined below.

Primary Responsibilities

- Complete month-end procedures including accurate calculation of deferred revenue
- Full accounts receivable cycle including direct billing and collections
- Reconciliation of intercompany account between parent and subsidiary company
- Responds to all accounting related calls from internal and external clients.
- Liase with Corporate Housing staff and Manager to ensure good accounting controls and practices
- Prepares monthly reports and payments to partners and parent company
- Responsible for accurate filing of all accounting, partner and related documents
- Daily cash procedures including deposits and reporting
- In conjunction with the Controller recommends and reviews accounting and reporting systems to ensure they are in accordance with company policies and suggest revisions where improvements may be required.
- Maintain professionalism at all times and positively promote the company and its initiatives.
- Assist corporate housing manager and executive management with communications to partners
- Processes bi-weekly payroll
- Maintains personnel files on current and new employees and contractors
- Makes changes to employee handbook and company policies as directed
- Assists with managing the benefits and pension programs

Job Requirements

The successful candidate will have the following skills and qualifications:

- A Degree in Accounting or related Diploma from a recognized Canadian Institution
- 5 -7 years of experience working with numbers
- Strong understanding and experience with QuickBooks is preferred
- Organized, detail-oriented, and committed to deadlines
- Strong interpersonal skills are required

Please direct your questions and submissions to humanresources@obasa.com