



Employment Opportunity

Position: **Junior Accountant**
Date: January 2019

As British Columbia's original Real Estate Developer, Ledingham McAllister has played a major role in the province's construction and community industry with a solid and continuous history of commitment, integrity and performance dating back to 1905. For more than a century it has been Ledingham McAllister's commitment to exacting standards of design, environmental leadership, engineering and construction excellence, ensuring homes of enduring quality and value.

We are looking for a **Junior Accountant** to join our team. Reporting to the Controller, the ideal candidate is detailed-oriented, team player with exceptional work ethic and will play an integral role on our team.

Primary Responsibilities

- Process accounts payable which include coding, scanning, posting, issuing cheques, filing and corresponding with vendors.
- Process general contractor invoices for construction/development projects.
- Assist with the preparation of contract summary reports for vendor contracts and maintain budgets.
- Prepare bank reconciliations.
- Prepare monthly GST returns and remittances.
- Assist and prepare general ledger account reconciliations and analyses of accounts payable/receivable, deposits held, letters of credit and loans.
- Prepare and post residential sale transactions, including processing of GST new housing rebate forms.
- Assist with the preparation of monthly statements, including adjustments and accruals.
- Other duties and ad hoc projects as assigned.

Required Skills & Qualifications

- Minimum two to three years working in a similar role is required, within the real estate industry is an asset.
- Ability to work well independently and in a team environment.
- Ability to take initiative and deal effectively with situations and work well under pressure.
- Ability to multi-task, process a high volume of transactions and meet deadlines.
- Excellent organizational and time management skills.
- Excellent interpersonal and communication skills.
- High degree of accuracy and attention to detail.
- Good working knowledge of Excel and Word is a must.
- Accpac and Access experience is an asset.

Please apply with your resume and a cover letter to the contact below:

Sharon Dar
sdar@ledmac.com
Subject: Junior Accountant

No phone calls please. Only qualified candidates will be contacted.