

Accountant

COMPANY: Jayman BUILT

LOCATION: Calgary, AB

TYPE: Full-time

Builder of the year 23 times. Picture a career with us.

Jayman BUILT, one of Alberta's top home builders, currently has an opening for an **Accountant** in at our Calgary location.

AS A 2023 BEST MANAGED COMPANY, WE WILL PROVIDE YOU WITH:

- ▶ Competitive compensation and incentive program
- ▶ Flexible health and dental benefits
- ▶ Opportunity to participate in a unique Jayman Employee Investment program
- ▶ Employer matching Group RRSP program and discount programs on Jayman products
- ▶ Continuing education is a focus at Jayman, and you have the opportunity to participate in annual customized education & training
- ▶ Opportunity for growth and career advancement
- ▶ Employee Discounts
- ▶ Social Club events
- ▶ On-site gym & parking

As an **Accountant**, you are based in **Calgary** and responsible for the accounting and financial reporting of our homebuilding operations.

WHAT YOU WILL BRING TO THE TABLE:

- ▶ A professional accounting designation or working towards one
- ▶ Minimum 3 years of progressive accounting experience

200-3132 118 Avenue SE, Calgary, AB T2Z 3X1

PHONE 403.258.3772 FAX 403.253.3576

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- ▶ Strong computer skills with a high level of competence in Microsoft office, specifically in Excel and Word to prepare statistical and written reports for management.
- ▶ Must provide a complete and current (within six months) Vulnerable Sector Check (including a Criminal Background Check) or be willing to obtain one.

A DAY IN THE LIFE:

- ▶ Provide full cycle accounting and reporting on assigned legal entities
- ▶ Responsible for Accounts receivable/payable
- ▶ Performing month-end close
- ▶ Financial statement and management reporting preparation
- ▶ Complete monthly general ledger to subledger reconciliations
- ▶ Preparation of GST returns where applicable
- ▶ Perform account analysis and reconciliations
- ▶ Review coding of revenues and expenses
- ▶ Maintain balance sheet schedules
- ▶ Year-end working papers and reconciliations
- ▶ Review and analyze A/R
- ▶ Assist with annual budgeting and operating cost process
- ▶ Work closely with various internal and external stakeholders
- ▶ Continuously recommends new processes to improve efficiency and reduced cost

For the last 45 years, Jayman BUILT has been proud to be one of Alberta's top home builders. Join the award-winning team and contribute to our exceptional track record. To apply please follow the link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=f365331c-8337-4cd0-889d-3a12856b99a3&cclId=9200728479188_2&type=JS&lang=en_CA

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.

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