

## JUNIOR COST ACCOUNTANT

**COMPANY:** Jayman BUILT

**LOCATION:** Calgary, AB

**TYPE:** Full time

**DESCRIPTION:**

**Builder of the year 22 times. Picture a career with us.**

As a **Junior Cost Accountant**, you are based in Calgary and are responsible for assisting the accounting team for the Single-Family Division.

**A Day in the life of a Junior Cost Accountant:**

- Completion of monthly bank reconciliation
- Review of expense coding for accuracy
- Accounting for 4 subsidiaries in QuickBooks and Broker Wolf
- Divisional accounting for shared services
- Publication of monthly financial statements for distribution to the Executive team
- Assisting with monthly/quarterly balance sheet reconciliations
- Preparation of monthly GST filings and rebate forms
- Assisting with information requests from other departments/external business partners
- Assisting with year-end audits
- Assisting with quarterly reforecasting and annual budget preparation
- Preparation of simple corporate tax returns

**What you will bring to the table:**

- Minimum 1-2 years of accounting experience
- Accounting diploma is preferred
- Must have a sense of urgency and be a team player

- Excellent verbal and written communication skills
- Advanced Microsoft Office working knowledge, particularly in Excel
- High level of motivation, positive attitude and strong sense of ownership
- Proactive nature with the ability to multi-task
- High level of attention to detail
- Ability to work independently

**As a 2022 Best Managed Company, we will provide you the following:**

- Flexible health and dental coverage
- Employee matching group RRSP program
- Opportunity to participate in annual customized education and training programs
- Opportunity for growth and career advancement
- Employee discounts
- On-site gym and parking
- Social Club events

Do you see the potential? Are you ready to be part of the lifestyle? Join the award winning Jayman BUILT team and contribute to our exceptional track record, with over 30 thousand homes built in the last 43 years. Please apply online at [careers@jayman.com](mailto:careers@jayman.com)

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