Whitetail Homes is a real estate developer and general contractor specializing in the construction of multi-family homes. We are looking for a permanent part-time Accounting Assistant to support our busy accounting department.

**Position:** Accounting Assistant

**Employment type:** part-time (leading to full-time)

**Direct Report:** Controller

**Compensation:** Competitive based on experience, range $20 - $25/hr

**Benefits:** Complete benefits package after a three-month probation period; Continuing education opportunities.

**Key Responsibilities:**

* Managing the accounting emails and distributing them appropriately.
* Reconciling bank accounts, credit cards and vendors’ statements.
* Processing invoices from sub-trades and suppliers following the company’s internal control procedures.
* Assisting with various accounting tasks as assigned (financial reporting, budget updates, month-end and year-end closing tasks, and other accounting duties as needed).
* Assisting the team with scanning and filing.
* Provide general office support to senior management.

**Qualifications:**

* Strong foundation in basic accounting.
* Working knowledge of Sage 50 is preferred. We gladly train an applicant who is eager to learn.
* 2-3 years of experience in an office setting.
* High degree of accuracy and attention to detail.
* Ability to prioritize and multitask.
* Excellent communication skills and outgoing personality.

Thank you for your interest in this opportunity. Please submit all applications to careers@whitetailhomes.ca. Short-listed candidates will be contacted.