

FINANCIAL ADMINISTRATOR



We are excited to announce that Edon Management is looking for an Financial Administrator to join our team in Calgary. For 25 years, Edon Management has delivered quality facilities and asset management services throughout Alberta. We recognize the importance of every team member in our success and we are looking for you to join our innovative and knowledgeable team! If you are a team player, have strong time management and organizational skills, and have the ability to learn new skills quickly, then you may be the perfect candidate for this role! For more information, please visit www.edonmgmt.com.

Here's what's waiting for you...

As a Financial Administrator based in Calgary, you will provide accounting/financial and operational administrative support to the contract(s) within the Private Facilities Management (PVFM) division.

Competitive Compensation Package

Competitive Salary
Full time, weekday hours

Family Dental & Health Benefits
Ongoing Educational Assistance

Employee RRSP Program
Career Development Opportunities

Here's how you'll make a difference...

Major Responsibilities

- Complete accounting, financial and operational responsibilities in accordance with Edon Management's standards and contractual obligations
- Support in the resolution of client service and contract issues to ensure a high level of client satisfaction
- Create and process purchase orders and follow up with employees; ensure invoices match purchase orders and investigate any discrepancies
- Liaise with subcontractors and suppliers regarding payments and invoicing
- Create and manage the invoicing for monthly chargebacks
- Assist with scheduling of employees and contractors across various buildings
- Assist with the booking of inspections, functions, or other contract related activities

Experience & Qualifications

- Minimum two years of experience in a mid-level accounting role or business administration role
- Post-secondary education from an accredited institution (diploma/certificate) with a focus on Accounting or Business Administration preferred (or relevant work experience)
- Experience in property and facilities management considered an asset
- Excellent knowledge of computerized accounting system software (MRI experience an asset)
- Proficient in Microsoft Word, Excel and Outlook
- Able to work independently, set priorities and work as part of a team
- Excellent written and verbal communications skills, including the ability to effectively support clients with requests
- Strong organizational skills to simultaneously prioritize multiple tasks and projects

A detailed job description can be requested by emailing southcareers@edonmgmt.com.

Apply Today!

Email your resume to southcareers@edonmgmt.com stating Job No. 5C12122018 in the subject line.

Fax your resume to 403-259-8851 with a cover page stating Job No. 5C12122018

Drop off your resume to reception at: 1441 Hastings Cres. SE
Calgary, AB T2G 4C8

All resumes will be considered, but only those candidates selected for an interview will be contacted. Thank you for your interest in employment with Edon Management.