

# ACCOUNTANT



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're looking for you to join our innovative and ambitious team! To find out more about Edon Management, visit [www.edonmgmt.com](http://www.edonmgmt.com).

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

As an Accountant based in Calgary, you will be responsible for performing accounting, financial and administrative functions to support the Facilities Management division. The successful candidate will possess strong organizational and communication skills and will work in a team environment to ensure the timely administration of responsibilities.

- Contract position ending one year from start date
- Full-time, weekday hours
- Competitive salary

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

### Major Responsibilities

- Complete accounting and administrative responsibilities in accordance with Edon Management's standards, including asset tracking and reporting, accounts receivable, bank reconciliations, bank deposits, and providing support with audit requirements
- Prepare financial statement reports in a timely manner to fulfill corporate and contract requirements
- Provide support for other Accountants, ensuring cross-training between contract responsibilities
- Support in the resolution of client service issues and contract issues to ensure a high level of client service

### Experience & Qualifications

- Post-secondary degree in Accounting or Finance from an accredited institution
- Holds or is working towards a recognized professional accounting designation (CPA)
- Minimum one year work experience in a financial setting
- Excellent interpersonal skills with the ability to communicate effectively with internal and external resources
- Strong analytical skills
- Proficient in the use of computer programs with a high-intermediate knowledge of MS Excel
- Working knowledge of computerized accounting systems (MRI experience an asset)

A detailed job description may be requested by emailing [southcareers@edonmgmt.com](mailto:southcareers@edonmgmt.com).

## Apply Today!

Email your resume to [southcareers@edonmgmt.com](mailto:southcareers@edonmgmt.com) stating Job No. 6C12122018 in the subject line

Fax your resume to 403-259-8851 with a cover page stating Job No. 6C12122018

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.