

ACCOUNTING MANAGER



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.

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

As an Accounting Manager based in Calgary, you will be responsible for performing and overseeing 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, while overseeing a team of Accountants.

Competitive Compensation Package includes:

Full-time, weekday hours
Competitive Salary

Ongoing Educational Assistance
Professional Development Opportunities

Employee RRSP Program
Family Dental & Health Benefits

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

Major Responsibilities

- Manage and mentor a team of Accountants by providing leadership, staff development and ensuring proper training is received
- Oversee accounting team functions (*Accounts Receivable, Accounts Payable, Financial Statement Preparation*) and coordinate with the management of external accounting resources
- Oversee the timely preparation of monthly, quarterly, and annual financial statements (*corporate, client, and contract*)
- Demonstrate excellence, enterprise, and enthusiasm in the association with co-workers and clients
- 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 a recognized professional accounting designation (CPA)
- Minimum of four years post-CPA management experience is a requirement
- Property Accounting experience is an asset
- Excellent interpersonal, communication, and 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.

Apply Today!

Email your resume to southcareers@edonmgmt.com stating Job No. 6C05252018 in the subject line

Fax your resume to 403-259-8851 with a cover page stating Job No. 6C05252018

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.