



## ***Accounting & Admin Assistant***

Displayco Canada – Calgary, AB

***January 6, 2022***

### **The Position**

We are accepting applications for an enthusiastic individual to join our accounting team in Calgary. We are looking for someone who has great attention to detail. Displayco is a growing organization with US operations and there will be room to grow for the right candidate.

### **The Responsibilities**

- Reconciling all bank and credit card accounts, including posting and coding to projects
- Open new projects into production schedule, follow the production cycle and update information, preparing regular work in progress update reports
- Close projects once complete and review project details to ensure all the costs are captured on the project reports
- Review project accounting reports to ensure accuracy of monthly sales and costs
- Assist in invoicing and preparation and maintenance of accounts payable and accounts receivable, including posting and review of project accounting reports
- Ad hoc projects as required

### **Qualifications**

- Undergraduate degree in business, accounting, or finance (relevant work experience in lieu of degree will be considered)
- A minimum of 2 years work experience in an accounting or administrative role
- Proficiency in Excel and Word required
- Experience in QuickBooks considered an asset
- Experience with ASANA considered an asset
- Honest and forthright person with strong written and oral communication skills
- Ability to handle confidential information with discretion
- Work well with deadlines and can work independently

### **Job Type**

- Permanent, full-time position
- Competitive salary and benefits package
- Location – North Calgary
- \$20 - \$24 an hour

Please submit resume with cover letter by e-mail to [info@displayco.ca](mailto:info@displayco.ca), attention: Human Resources. We would like to thank all applicants for their interest, however only those candidates selected for an interview will be contacted.