

Job Role: Junior Accountant

Reports to: Corporate Controller

Location: Corporate Office - Calgary, AB

The Company

Join Displayco, a leading international trade show and environment solutions company that connects businesses and professionals across the globe through world-class exhibitions and events. With a commitment to customer service, innovation and excellence, we bring industry leaders together to share insights, discover new technologies, and foster strategic partnerships.

The Position

We are seeking a detail-oriented and motivated Junior Accountant to join our finance team, with a primary focus on managing the Accounts Receivable and other essential accounting functions. The successful candidate will play a critical role in ensuring efficient processing of accounts receivable transactions, maintaining accurate financial records, and supporting the company's revenue operations.

Job Responsibilities

- Process and post daily customer invoices and payments accurately into the accounting system.
- Monitor accounts receivable aging reports and ensure timely follow-up on overdue accounts.
- Assist in the preparation and distribution of customer statements and collection letters.
- Communicate with clients regarding billing inquiries and payment arrangements.
- Resolve discrepancies and client disputes in a timely and professional manner.
- Collaborate with the sales and customer service teams to address any billing issues.
- Assist in the preparation of monthly AR reports and metrics for management review.
- Participate in monthly and quarterly closing processes, ensuring accuracy and completeness of data.
- Contribute to cash flow forecasting and revenue analysis efforts.
- Maintain organized and up-to-date records of all transactions and supporting documents.
- Support the audit process by providing necessary documentation and responding to audit inquiries.
- Ensure compliance with company policies and relevant accounting regulations and standards.
- Identify opportunities for process improvements and assist in implementing changes.
- Provide assistance to senior accountants and managers with various accounting projects and tasks.

Qualifications

- Bachelor's degree in accounting, Finance, or a related field.
- Minimum 5 years of experience in accounting or finance, with a focus on accounts receivable preferred.
- Familiarity with accounting software and Microsoft Office Suite, particularly Excel.
- Experience with QuickBooks, NetSuite, or any other ERP software is considered an asset.
- Strong numerical skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a team environment and manage multiple priorities.
- Proactive, self-motivated, and eager to learn and grow within the company.

Job Type

- Permanent, full-time position
- Competitive salary and benefits package
- On-site at our Calgary Corporate Head Office

Why Join Us?

- Work in a dynamic and global business environment.
- Opportunities for professional development and growth.
- Be part of a collaborative and supportive team that values innovation and excellence.



To Apply:

Interested candidates are invited to submit their resume and a brief cover letter outlining their qualifications and interest in the position to info@displayco.ca, attention: Human Resources – Junior Accountant. We would like to thank all applicants for their interest, however only those candidates selected for an interview will be contacted.

Displayco is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.