



## **JOB DESCRIPTION**

### **Junior Accountant**

### **COMPANY OVERVIEW**

Tourism Calgary is the official destination marketing, sales, and development organization for Calgary's tourism industry. For more than 50 years, the organization's primary purpose has been to promote Calgary and area as the destination of choice. With a vision of making Calgary the ultimate host city, Tourism Calgary markets the city locally, nationally, and internationally and advocates for its ongoing development as a destination. The organization hosts and attracts visitors, events, meetings, and conventions and activates the city by fostering the growth of shareable, memorable experiences. Pre-pandemic, Calgary's tourism industry contributed more than \$2.5 billion in visitor spending by nearly 8 million visitors annually. For more information about Tourism Calgary, please visit [www.visitcalgary.com](http://www.visitcalgary.com).

### **SUMMARY**

This position offers an incredible opportunity for the successful candidate to gain invaluable experience while working for an incredible organization. Reporting directly to the Chief Financial Officer, the Junior Accountant will be responsible for preparing financial reports, entering, and maintaining accounts payable and receivable, and period end reporting.

### **KEY RESPONSIBILITIES:**

- Process and reconciliation of accounts payable and accounts receivable
- Assist in the preparation of monthly, quarterly, and annual financial reports
- Shadow members of the Accounting department as they perform their duties
- Assist with reviewing expenses according to company policies
- Perform bank and month end reconciliations
- Prepare and process journal entries
- Handling of sensitive or confidential information with honesty and integrity
- Any additional duties and responsibilities as assigned

### **QUALIFICATIONS**

- Post-secondary education preferred with a background in Accounting or Finance
- Advanced competency in accounting software (Navision preferred)
- Sound understanding of financial and accounting practices and principles.
- 2+ years of relevant experience
- Excellent communication, IT and report writing skills
- Proficiency in Microsoft Excel, including V-lookups and Pivot Tables
- Proficiency in Jet Reports

- Ability to meet deadlines, articulate ideas, and react appropriately under pressure with excellent time management, written and verbal communication skills.
- Superb organizational skills and excellent attention to detail
- Analytical mind with strong problem-solving and conceptual skills

### **Working conditions**

- This is a hybrid home/office position.
- Candidate must have private high-speed internet, quiet place to work.
- Equipment (laptop) provided by Tourism Calgary.

### **APPLICATION PROCESS**

Reply in confidence with a cover letter and resume by November 25<sup>th</sup>, 2022, to:

Roxanne Wideen  
Director, Human Resources  
Tourism Calgary  
roxanne@tourismcalgary.com

Please note only those selected for an interview will be contracted.

Tourism Calgary values diversity of expertise, talent and opinion which creates an innovative and collaborative environment. We are committed to a respectful and inclusive workplace and welcome applications from all qualified individuals.