



## Career Opportunity Junior Accountant

*The Mission of the Haida Enterprise Corporation (HaiCo) is to generate a diverse, functioning and sustainable economy on Haida Gwaii, for the long term well-being of the Haida People and culture. As employees of the HaiCo organization, we are constantly challenging ourselves to find innovative ways to build an enterprise that creates and develops new opportunities for our shareholders, the Haida People and the economy of Haida Gwaii.*

### POSITION SUMMARY

Reporting to the Accounting Manager, this position supports the accounting department and our subsidiary business units by completing various day to day duties such as data entry, deposits, reconciliation, and filing. The junior account will assist with accounts payable, accounts receivable, and inventory related activities. The incumbent will also answer vendor and customer inquiries related to accounts payable and accounts receivable. This position is located in our Richmond, B.C. office.

### KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of good accounting practices, including debits, credits, and the accounting cycle.
- Excellent organizational skills and strong attention to detail
- Professional demeanor, effective verbal and written communications skills.
- Ability to work as part of a team and maintain an effective working relationship with a variety of individuals
- Intermediate Microsoft Office skills (Word, Excel, Outlook).
- Experience with Microsoft Dynamics Great Plains (preferably) or other ERP software is a plus.

### TRAINING, EDUCATION AND EXPERIENCE

- A Certificate or Diploma in accounting or equivalent education is required.
- Intent to enroll and obtain a CPA designation is preferred.
- Prior experience working in a resource or service based business is an asset.
- Prior experience with Point of Sales system is an asset.

### CRITICAL SUCCESS FACTORS

Enjoy working within an entrepreneurial environment that is mission focused, results driven and community oriented.

### HOW TO APPLY

Deadline for applications is February 17, 2017

Please send your resume and cover letter to: [careers@haico.ca](mailto:careers@haico.ca) or apply online at [www.haico.ca](http://www.haico.ca) under careers.