JOIN OUR TEAM!

Accountant

WESTMAN COMMUNICATIONS GROUP is seeking applications from energetic, highly motivated individuals to become part of our team. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

What you'll do:

- Assist with the preparation of month end and year end financial reports
- Provide clerical and accounting assistance as required, including accounts payable, capital reporting, and regulatory reports
- Assist with the reconciliation of general ledger accounts and the preparation of reports
- Provide timely and accurate information and reports on a daily, weekly and monthly basis
- Assistance in the preparation of the yearly audit file, financial statements and annual budgets
- Ensure all corporate policies and procedures are being followed

What you'll bring to the team:

- Completion of post secondary courses in Accounting, Finance, Business Administration or a related field or one year of equivalent related experience
- Experience with budget, accounting, and accounting reporting systems
- Experience with Sage (Accpac) will be considered an asset
- Effective attention to detail and a high degree of accuracy
- High level of proficiency with Microsoft Office suite. Specifically, Excel, Outlook and Word
- Demonstrated communication, and interpersonal skills, especially with both technical and financial backgrounds
- Exceptionally organized, with proven ability to perform under tight deadlines, while prioritizing multiple responsibilities
- Bondable

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

Deadline for applications: NOON on Thursday, April 29, 2021.

Apply today to join our team at <https://westmancom.com/careers>

and begin your exciting career journey with us!

WESTMAN | COMMUNICATIONS GROUP