

## Accounting Assistant

### Platform Calgary

**Empowering people // building the next economy.**

CALGARY, ALBERTA

Reporting to the Controller, Platform Calgary's Accounting Assistant will be responsible for setting up files for A/P, A/R, maintaining the general ledger account accuracy by period reconciling as well as preparing adjusting entries. This role will work with Platform Calgary's finance department to provide and prepare ad-hoc reports, support the collection process and other duties as required.

Platform Calgary is in the midst of significant transition, building on a 38-year legacy. In 2021, we will be launching our new 50,000ft<sup>2</sup> Innovation Centre. We have a new mandate, new programs, new structure, new building and new attitude. We are focused on building community, enhancing the profile of Calgary's startup and innovation ecosystem and continuing the roll out of Platform's new identity (our evolution from Calgary Technologies Inc.).

We are seeking for an entry level Accounting Assistant for an 8 week internship.

#### **Position Description:**

- Process A/P invoices and prepare cheque runs
- Coding and posting client payments for multiple companies
- Corporate credit card reconciliation, parking reconciliation/inventory and retrieval of receipts for corporate credit card transactions
- Accpac A/R: updating customer information, Accpac A/P: updating expense codes
- Assist with month-end statement procedures
- Maintain accounting controls by following policies and procedures; complying with federal and provincial financial legal requirements

#### **Key Accountabilities:**

- Extremely detail oriented; requires a high level of accuracy and strong judgment
- Enthusiastic self-motivated team player
- Maintain a professional and positive business environment within the sphere of responsibilities

#### **Skills/Qualifications:**

- Post-secondary certificate, diploma, degree in accounting
- Ability to maintain confidentiality regarding client files
- Excellent communication and organizational skills
- Strong Excel skills is an asset
- Ability to maintain a highly confidential information
- High attention to detail with strong organizational and time management skills

#### **Further Information:**

Interested applicants are asked to forward their resume to [JoinTheTeam@platformcalgary.com](mailto:JoinTheTeam@platformcalgary.com)

*We thank all applicants for their interest however, only those persons for whom we need further information or who are being considered for an interview will be contacted*