

Accounting Technician

ICR Commercial Real Estate - REGINA
Regina, SK
Full-time, Permanent

ICR is a leader in the industry, and we have a unique fivefold approach to building relationships and ensuring our clients thrive. We are a dynamic group of talented and passionate people who work better as a team. We collaborate, create, and push boundaries to propel ICR, our clients, and you forward.

The Accounting Technician is analytical and has a keen eye for the details. This position requires a high degree of organization with impeccable follow up and communication skills. The ability to problem solve and find solutions is a must. We welcome all new college graduates to apply for consideration.

Primary Job Responsibilities:

Accounts receivables - processing charges and entering cash, cheques, and other receipts.
Accounts payable entering invoices and preparing payments.
General accounting entries including journal entries, preparation of key accruals, and monthly reconciliations and remittances.
Preparation of monthly financial reports
Reviewing budgets.
Monitoring arrears.
Accounting and financial analysis as requested by ownership team, property manager or clients.
Communications with clients and property managers.
Various related accounting functions and other projects as assigned.

Key Competencies:

Client-centered and result focused.
Superb communication skills, both written and verbal.
Proficiency with MS Office and the ability to learn new software with ease.
Highly organized with a keen eye for the details.
The ability to prioritize and multitask.
Energetic and creative.
Adaptable, dependable, and shows initiative.
Strong leadership and consultation abilities coupled with ownership and accountability.

Please note that all offers of employment are conditional upon a satisfactory Criminal Record Check, Credit Check, and reference checks.

ICR would like to thank everyone who applies; however, only those selected for an interview will be contacted.

Skills And Abilities

Essential Skills
- Reading text

- Oral communication
- Working with others
- Problem solving
- Decision making
- Critical thinking
- Job task planning and organizing
- Finding information
- Computer use

Accountant Specific Skills

- Prepare financial information for individuals, departments, or companies
- Prepare financial statements and reports
- Examine accounting records
- Analyze financial documents and reports

Work Conditions and Physical Capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail

Security and Safety

- Criminal record check (abstract)
- Credit check
- Confidential security clearance

Business Equipment and Computer Applications

- Windows
- Word processing software
- Spreadsheet software
- Excel
- Electronic mail
- General office equipment
- Accounting software
- Internet browser

Job Types: Full-time, Permanent

Benefits:

- Dental care
- Employee assistance program
- Extended health care
- On-site parking
- Paid time off

- RRSP match
- Vision care

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Education:

- Secondary School

Experience:

- Accounts payable: 1 year

Language:

- English (required)