

Accounting Technician

Stevenson Industrial Refrigeration Ltd.

Job ID

36153

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LOCATION	DATE POSTED	EXPIRY DATE	
305 Hodsman Road, Regina, SK Saskatchewan	14-02-2025	19-08-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 50,000-70,000	1 year to less than 2 years	Bachelor's degree

Job Details

About Us:

Stevenson Industrial Refrigeration is dedicated to providing cutting-edge refrigeration solutions to various industries. We are seeking a motivated and detail-oriented Accounting Technician to join our finance team.

Position Overview:

We are looking for a talented and driven Accounting Technician to support our finance department in maintaining accurate financial records, assisting with financial reporting, and contributing to the overall financial health of the company. As a Junior Accountant, you will play a crucial role in ensuring the financial stability and success of our organization.

Job Description

- Key Responsibilities:
- Keep financial records and establish, maintain, and balance various accounts using manual and computerized bookkeeping systems
 - Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers, and prepare financial statements
 - Calculate and prepare cheques for payrolls and for utility, tax, and other bills
 - Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
 - Prepare tax returns and perform other personal bookkeeping services
 - Prepare other statistical, financial, and accounting reports.

Qualifications:

Bachelor's degree in Accounting or Finance is required.

Preference will be given to candidates actively pursuing the CPA designation.

Proficiency in Microsoft Excel and accounting software.

Excellent attention to detail and organizational skills.

Effective communication and interpersonal skills.

Ability to work independently and as part of a team.

This is a full-time position, 40 hours per week, standard office hours from Monday to Friday.

The position is based at our office location in Regina.

