ACCOUNTING ASSISTANT

GSL Group includes a wide range of businesses including Real Estate Development, Holdings and Construction (Commercial, Industrial, Residential and Sports & Entertainment Facilities), E-Commerce, Sports and Entertainment, Travel & Hospitality, Food & Beverage, and Agriculture.

We are currently seeking an Accounting Assistant to assist our Accounting team in Delta, B.C.

Reporting to the Corporate Operations Controller, the Accounting Assistant will be responsible for various accounting functions which include coordinating and preparing financial reporting for the organization.

RESPONSIBILITIES

This role will have several accountabilities, including but not exclusive to those listed below:

- Coding, posting, and reconciling of AP & AR invoices
- Assisting with cash flow and year-end auditing
- Reconciliation of various monthly remittances, including GST/PST
- Prepares bank deposits and ensures that bank deposits occur in a timely manner;
- Preparing and maintaining various reports including but not limited to financial statements, credit card transaction reports, excel summary reports, etc.
- Processes credit card payments
- Cuts cheques and prepares EFT and wire transfer payments
- Assists with monthly cheque signing summaries
- Assists with the reconciliation of the bank and general ledger on a monthly basis
- Other tasks and duties as needed

REQUIREMENTS:

- A bachelor's degree in finance, accounting or working towards an accounting designation is an asset
- Proficient command with database software and Microsoft Office applications; Word, Excel, Outlook
- Knowledge and experience in Microsoft Dynamics is preferred but not required

THE IDEAL CANDIDATE:

- Strong attention to detail
- Excellent organizational skills with the ability to prioritize and meet deadlines in a rapidly changing environment
- Ability to exercise good accounting judgment and take appropriate action where necessary.

- Ability to contribute positively to the team environment
- Strong people skills, with the proven ability to build relationships at all levels, both internally and externally.

Compensation: Will be commensurate with experience.

Job Location: Delta, B.C

GSL is proud to be an equal opportunity employer. We value diversity and are dedicated to providing a work environment that is free from harassment and discrimination. All employment decisions are made based on qualifications, job requirements and business needs. GSL is passionate about being known for an inclusive culture where talented people of all backgrounds want to work.