

## **Job Description – Junior Accountant**

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**Title: Junior Accountant**

**Reports to: Controller**

**Located: Saskatoon, SK CA**

**Hours: Monday – Friday**

**Role:**

Reporting to the Controller, this accounting position plays a crucial role in NORAC's Finance and Administration Department and will develop through various administrative accounting duties, including Accounts Payable, Accounts Receivable and Payroll Accounting.

The Junior Accountant will be assisting the Controller with NORAC's financial plans and policies, accounting practices, maintaining fiscal records, budgeting, and preparing financial reports. This position provides a unique opportunity with vast possibilities for an ambitious individual.

**Education & Experience:**

- Accounting Degree or other post secondary accounting education is required.
- Relevant work experience is considered an asset, but is not required.

**Required Knowledge, Skills & Abilities:**

- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- Strong command of Microsoft Office applications, including Excel and Outlook.
- Strong interpersonal and team work orientation.
- Professional, responsive and positive work attitude.
- Resourceful, well organized and flexible.

NORAC will provide financial support towards acquisition of an Accounting Designation under its Education Assistance Program, to the ideal candidate.

To apply for this position please submit your resume, together with a cover letter to:

Kathryn Newstead  
Human Resources  
[kathryn@norac.ca](mailto:kathryn@norac.ca)  
Fax: 306 664 6667

No phone calls please.