



Accounting Technician

Pincher Creek Co-op Association Ltd. is a unique organization with over **\$60 million** in budgeted sales. Based on the fundamental principles of cooperation, we are locally invested and community-minded and offer lifetime membership benefits.

The Pincher Creek Co-op Association Ltd. is accepting applications for an Accounting Technician to join our team at our Administration Office located in Pincher Creek, Alberta. This is a Full-Time, Permanent position and requires starting as soon as possible.

Work Location: 1300 Hewetson Ave, Pincher Creek, Alberta, T0K 1W0

Wage: \$24.04-\$41.90/h to be negotiated

JOB DUTIES

The accounting technician will be responsible for the following:

- Maintain General Ledger records including entering complex journal entries and posting bank reconciliations, and complete related bank transfer transactions.
- Calculation, filling, and payment of all required corporate remittances.
- Monthly reconciliations and journal entries.
- Timely month-end closing and generating of fully analyzed financial statements.
- Maintain and regularly update the BRIC system and runs weekly reports.
- Process information and prepare weekly SPEH Report.
- Support all business units on financial matters.
- Other accounting and duties as assigned.

SKILLS REQUIREMENTS

- Post-Secondary education in Accounting, Bookkeeping.
- 3+ years of progressive experience in a related-Accounting position.
- You have experience with full cycle accounting in terms of direct participation in month-end and year-end accounting activities; financial analysis and reporting; and budgeting (retail/petroleum accounting considered a benefit), experience with JD Edwards accounting systems considered an asset.
- Understanding of federal and provincial tax applications in a retail & petroleum sales environment.
- Proficiency in various computer systems.
- Exceptional communication (verbal and written), organizational and interpersonal skills with strong attention to detail.



Accounting Technician

- Able to work in a collaborative, fast paced, team environment.
- Outstanding leadership and problem-solving skills.
- Honest, reliable, and trustworthy, are results-oriented and strive to be the best in what you do.

COMPENSATION & BENEFITS

Pincher Creek Co-op values all Team Members and offers a compensation package incorporating a competitive salary. We include a comprehensive benefits package, an employer-contributed pension plan, and recognition programs for service.

We encourage our Team Members to take advantage of learning opportunities, grow and develop, and foster teamwork and innovation. We are invested in our team members as they are a vital part of our business, serving the needs of Pincher Creek Co-op Association Ltd. members and customers.

At Pincher Creek Co-op Association Ltd, we embrace diversity and inclusion, and we're working to create a workplace that is as diverse as the communities we serve. We support and provide an environment that allows all to bring their whole selves to work.

Deadline: Until a suitable candidate is found.

If you are interested in this opportunity or require additional information, please contact Jazmin Andino, Human Resources Advisor, 403-627-2667 extension 126, Fax 403 627 5589

Please submit a detailed resume and cover letter to: jazmin.andino@pinchercreek.crs

By mail: 1300 Hewetson Ave, Pincher Creek, AB, T0K 1W0

We thank all candidates for their interest; those selected to continue in the selection process will be contacted.