

Real Co Canada is a Practice firm, which recreates all of the job functions in a Canadian business. Your placement is unpaid and will allow you to apply your professional skills in a realistic work environment, in order to gain hands on job experience. To find out more about Real Co Practice Firm please visit our website: <http://www.realcocanada.com>



**Position**                      **Junior Accountant** (incl. Accounts Payable, Accounts Receivable, Admin. Assistant-Finance)

**Department**                **Accounting and Finance**

**Supervisor**                 **General Accountant (or Broker)**

### **Summary**

Under general supervision, the Junior Accountant provides support for the Accounting/ Finance department of Real Co., and may assist other departments as needed.

### **Responsibilities**

- Prepare and maintain accounting files, reports and property lease/sales price lists
- Review forms, ledgers, records for accuracy
- Assist with company billings, reconciliation, calculation of commissions, invoicing
- Provide support for department functions -- bookkeeping, accounts payable/receivables, business transactions, audits (as per industry/government regulations) -- as needed
- Junior Accountant may be required to perform research about Canadian accounting best practices, applicable rules/regulations for administrative purposes
- Perform other administrative duties in the department, as determined by General Accountant or senior role.

### **Required Skills**

- Grade 12 or equivalent, but undergraduate degree in business or college business diploma is preferred
- Business and accounting related courses, or at least 1 year of work-related experience
- Demonstrated knowledge and intermediate proficiency with MS Word, Excel, Simply Accounting and/or QuickBooks, with at least 1 year of work-related experience or equivalent training/education
- Detail oriented with affinity for numbers
- Good organizational, communication and interpersonal skills

"Clients' success is based upon our formula of time management, which consists of 80% business activities and 20% jobs search. Candidates are expected to manage their time to ensure a commitment to job search strategies, business activities and resulting assignments and projects. The Practice Firm experience is only as successful as the effort displayed by the participants. Our program is based on teamwork and cooperation in a mutually supportive environment that emphasizes quality work in a professional setting."