

## Jr. Accounting Clerk

### Overview

Reporting to directly to the CFO and working as an integral coordinator throughout the entire Mike Geric Construction office, the Jr. Accounting Clerk is integral to supporting the success of our development projects. This is a fantastic opportunity for an individual interested in growing their experience and credentials within the fields of accounting or bookkeeping while working under the leadership of an experienced Chartered Professional Accountant.

### Mike Geric Construction

Mike Geric Construction is a growing, entrepreneurial company that values work-life balance and giving back to the communities where we live and work. Our team is focused on providing value to neighbourhoods, meeting the needs of our growing population, and innovating to ensure our developments stand out and stand the test of time. We are a family-owned, local developer, with a 50+ year history and big ideas for the future. *We would love to meet you and grow with you!*

### Responsibilities

1. Finance
  - a. Accounts payable
  - b. Account Reconciliations
  - c. Assist with month end close including preparation of journal entries
  - d. Assist with the day-to-day administrative duties
  
2. Organizational and Administrative Excellence
  - a. Support in fundamental office management tasks.
  - b. Manage several key file sharing and organizational tools such as One Drive, Microsoft Office Suite and potentially others.
  - c. Assist with the property management of the Mike Geric Construction rental portfolio.
  - d. Assist with and coordinate meetings, inquiries and requests of the MGC team.

Additional related duties, as required – be ready to jump into anything! Key skills and competencies include:

- Outstanding organizational skills;
- Demonstrates the ability to handle multiple projects and priorities at one time;
- Brings a positive work ethic with strong interpersonal skills;
- Has a strong combination of analytical, quantitative and communication abilities;
- Brings strong attention to detail and an ability to adapt to changing plans and directions.

An Ideal Jr. Accounting Clerk has a Combination of the Following Qualifications and Experience:

- 1 to 2 years bookkeeping or accounting experience
- Post-secondary education in accounting or equivalent experience
- Good level of proficiency with Excel
- Experience working with sage, Jonas, QuickBooks or other accounting software is an asset
- Development experience is an asset
- High attention to detail
- Ability to communicate professionally and effectively, both written and verbal
- A positive attitude and openness to learn and grow is essential!

#### **Mike Geric Construction Compensation & Benefits**

- Competitive Salary
- Extended Health Benefits
- Potential Flexible Work Programs
- Free Office Parking in a Walkable and Transit Oriented Neighbourhood
- Staff Social Events
- Opportunities for Internal Professional Development and/or Growth

*Still Reading?* If Interested, apply to [niall@gericconstruction.com](mailto:niall@gericconstruction.com)