



## FRIND PROPERTIES

### About Frind Properties

We are rapidly growing and looking for a **Intermediate Accountant** to join our Frind Properties Team based in Vancouver, BC.

The Intermediate Accountant is responsible for accounts payable and general accounting for Frind Properties Ltd. Experience with high transaction volume and complex, multi-location organizations is required. Excellent computer skills are required, particularly Microsoft Excel and payroll and accounting software expertise.

### Job Duties:

- Processes Accounts Payables, ensures approvals have been obtained in accordance with policy;
- Prepares wire transfer payments, cheques, and EFTs to vendors for review;
- Prepares journal entries for month end accruals, prepaid expenses and other recurring items
- Processes expense reports, ensuring that proper receipts and approvals have been obtained in accordance with policy, expenses are coded to proper departments and GL accounts;
- Reconciles corporate credit statements ensuring that proper receipts and approvals have been obtained in accordance with policy, expenses are coded to proper departments and GL accounts;
- Processes Payroll for bi-weekly hourly staff; prepares T4's, ROEs, T2200 and other forms as required; book journal entries for all salary and benefit accounts
- Preparation of government remittances GST, PST, WCB, etc.
- Assist in the preparation of the monthly management reporting package;

- General office administration including reception and filing;
- Communicates and maintains open dialogue with owner and employees;
- Interacts respectfully and professionally with colleagues, other staff members, partners and clients
- Additional duties as requested

#### Qualifications:

- Diploma or degree in Accounting
- A minimum of three (3) years in a comparable accounting position
- Good knowledge and proficient in fundamentals of financial accounting and payroll
- Proficiency in Quickbooks is an asset
- Ability to work independently;
- Proficiency with Microsoft Office 365 including intermediate Excel skills
- Experience with GST, PST, WCB
- Develops new initiatives and workflows to improve processes;
- Ability to take direction but act with initiative and self-motivation to meet deadlines and responsibilities
- Strong planning, follow up and ability to prioritize and multi-task are necessary
- Strong analytical, organizational and problem-solving abilities;
- A high degree of detail orientation and accuracy;
- Strong professional written and verbal communication and interpersonal skills;
- Highest level of discretion, ability to handle confidential information

Considering applicants who are Canadian Residents or have a current Canadian Work Permit

*Please submit your resume to [careers@frindwinery.com](mailto:careers@frindwinery.com).*

Job Posting #: 2022- 10