



## Junior Accountant

Eguana Technologies is growing! An industry leader in the renewable energy sector with key Company locations in the United States, Europe, and Australia, and headquartered in Calgary, Alberta Canada. Eguana designs and manufactures high-performance residential and small commercial energy storage systems, a critical piece of the worldwide power grid transformation. Our product solutions are based on proprietary and patented technology developed over the last twenty plus years. We pride ourselves on maintaining and growing a positive work culture with balance while providing opportunities to grow.

We are seeking an ambitious and focused Junior Accountant to join our dynamic and growing team. The ideal candidate must have strong attention to detail, robust communicative abilities, time management skills, and be efficient with data entry. You will work closely with the Finance team and report directly to the Controller.

Job Type: Full Time

Start: Immediately

### Responsibilities

As a member of the accounting team, you will be essential to the financial controls and processes required to run the business. In addition, you will also be accountable for the following:

- Bank reconciliations
- Entering invoices into Business Central accounting software and relating bookkeeping
- Reconciling invoices and vendor statements and assist with vendor correspondence via phone or email
- Process employee expenses & credit cards
- Preparing payment summaries
- Resolve problems associated with processing of invoices and purchase orders
- Assist in the preparation of customer invoices and account statements
- Accounts receivable duties as required, ensuring complete accuracy and timely preparation of invoicing to clients
- Maintain an orderly accounting filing system
- Maintains financial records for parent and subsidiary companies by analyzing balance sheets and general ledger accounts
- Preparing monthly financial reconciliations of balance sheet and income statement accounts, including inter-company transactions and bank reconciliations
- Maintains general ledger accounts by reconciling accounts receivable detail and control accounts; adjusting entries for amortizations prepaids; analyzing and reconciling retainage and accounts payable ledgers; preparing fixed asset depreciation and accruals

- All other accounting and admin duties as assigned

### **Requirements**

- Proven experience as a junior accountant
- Diploma in accounting or related business management field
- Excellent English written and oral communication skills
- Excellent organizing abilities
- Great attention to detail
- Good with numbers and figures and an analytical acumen
- Good understanding of basic accounting principles and practices
- Excellent knowledge of MS Office and familiarity with relevant computer software (Great plains is a plus, but not required)

### **Consideration will be given to:**

- Accounting/ data entry experience
- Internal controls experience
- Experience in organizations with multiple legal and international subsidiaries and business divisions
- Experience with multi-currency
- Experience with D365 Business Central ERP