



Junior Financial Accountant

Positions Available: Permanent, Full-Time

Compensation: Salary, based on experience + Commuter Benefit + Group Benefits

Start Date: April 2024 – flexible based on candidate's availability

Application Closing Date: February 11, 2024

The Forks North Portage Partnership is home to a fast paced, fun and welcoming environment, that is community oriented, collaborative, and innovative. The business of the Partnership is to provide as many reasons as possible for people to 'live, work and play in the downtown.' We are looking for a driven, data loving individual, who shares a love for our community.

The Junior Financial Accountant will work with all Forks North Portage departments but will work most closely with our Accounting team to contribute to the financial success of both our North Portage and Forks sites. Work will be from the office, Monday to Friday, during the business hours of 9AM-5PM. This is an exciting opportunity for an individual who is pursuing their CPA or is a recent grad or early-career professional looking to build a strong foundation in financial accounting.

The Forks North Portage Junior Financial Accountant is someone who:

- Is working toward a professional accounting designation, or has at least 2 years experience
- Has excellent verbal and written communication skills
- Is drawn to a collaborative work environment but can also work independently
- Values diversity, equity, inclusion, and accessibility
- Is open-minded and eager to work with an organization that values community and innovation
- Understands the importance of attention to detail and accuracy
- Is organized and can manage time efficiently
- Has experience working with Microsoft Office

The Forks North Portage need someone to support in all of the following areas:

- Accounts Payable and Receivable
- Bank Reconciliation
- Monthly Financial Reviews
- Payroll
- Financial Reporting

Please email hr@theforks.com with a cover letter and resume to apply. Successful applicants will be contacted for an interview by Friday, February 23, 2024.

Interviews to be held February 26 – March 8, 2024. We thank all applicants; however, only those selected for further consideration will be contacted

The Forks is the city's meeting place, open and accessible to all. We want our team to be reflective of the community we are honoured to call home. We are actively seeking a diverse mix of talented people who want to do their best work.

As an employer, The Forks North Portage is focused on equality and inclusivity in our hiring practices. We support diversity of race, gender, sexual orientation, physical or mental ability, religion, ethnicity, and nationality. We strongly encourage those who identify as BIPOC and/or 2SLGBTQ+ to apply.