
Forster Harvard Development Corp. requires an experienced Accountant to join its head office team in Regina, SK. This position will assume a supporting role within the overall financial management team of the Forster Group of Companies, specifically its food service division, Forster Foods Inc.

The successful candidate will possess the ability to maintain positive, mutually beneficial working relationships with internal and external stakeholders. The Accountant will be actively involved in the day-to-day operations and financial recordkeeping and reporting for Forster Foods Inc.

Primary roles and responsibilities:

- Accounting duties include, but not limited to:
 - Prepare journal entries;
 - Accounts payable and weekly cheque runs;
 - Cash deposits and banking;
 - Ongoing cash management;
 - Calculate fixed assets and depreciation;
 - Prepare year-end working papers;
 - Monitor costs and revenues vs. budgets;
 - Record daily / monthly sales;
 - GST / PST returns;
 - Monthly bank reconciliations; and
 - Monthly reporting and financial statements.
- Payroll administration.
- Other duties as assigned.

Preference will be given to individuals who possess:

- Post-secondary degree in Finance or Accounting is required.
- 3+ years of experience in general bookkeeping / business accounting.
- Highly proficient with accounting and payroll software and Microsoft Office applications.
- Multitasker with experience working with multiple entities.
- Effective communication skills and ability to build strong relationships.
- Ability to adapt nimbly and operate as an effective, tactical, and strategic thinker.
- Professional, organized, results driven and thrive in a fast-paced, team environment.
- Strong time management and organizational skills.

Forster Harvard Development Corp. offers:

- Competitive salary, incentive opportunity, and Group Health Plan.
- Group Registered Retirement Savings Plan and Company Pension Plan.
- Additional benefits including an Employee Family Assistance Program.
- Performance driven and merit-based work environment.
- Encouragement of learning through education and training opportunities.