



## Accounting Technician

**Reports to:** CFO

### **The Position:**

Alpine Canada Alpine (ACA) is the national governing body for Ski Racing in Canada and home to three of Canada's most exciting snow sports: Alpine, Para-Alpine and Ski Cross Racing. The organization has new Board and senior management leadership that is committed to its vision for Canada to be a World Class ski racing nation that is inspired by the passion and performance of Canada's ski teams. ACA leads the achievement of Canada's ski teams' podium success and inspires the next generation of ski racers and fans.

We are currently seeking a motivated individual to join our organization in the role of **Accounting Technician**.

Reporting to the CFO, the Accounting Technician is a key member of the Finance team. This role supports the organization by managing a broad range of accounting tasks. Our ideal candidate is highly efficient and enjoys working as part of a team but is also self-motivated and able to take ownership of the role.

### **Duties:**

- Accounts Payable
- Accounts Receivable
- Preparation of payments
- Preparation of bank deposits
- Bank reconciliations
- Assist in annual audit=

### **Working Conditions**

- Full Time
- Regular business hours (Monday through Friday)
- Some travel may be required

### **Employment Requirements**

- Bachelors' Degree in Accounting or Diploma plus relevant experience
- Previous experience in Accounting role



Additionally, the candidate must be able to demonstrate excellent interpersonal and collaborative skills with experience working in complex workplaces with many key stakeholders. Understanding the various software (Office 365, Teams, etc.) is also an asset.

Please send your cover letter and resume to [careers@alpinecanada.org](mailto:careers@alpinecanada.org). Interviews will take place via teleconference.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

#### **CONTACT INFORMATION**

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