Manager of Accounting

Posted by Little Warriors

Posting Date : 24-Feb-2026

Closing Date : 23-Aug-2026

Location : Sherwood Park

Salary : $$60,000.00-$70,000.00 Per Year

Job Requirements

- **Education**: Diploma in Accounting
- **Language**: English
- **Years of Experience**: 1 year
- **Vacancy**: 3
- **Job Type**: Full Time
- **Job ID**: DISJ4630821

Job Description:

Job Summary

We are looking for an organized **Accounting Coordinator** to join our finance team. You will be responsible for keeping our financial records accurate and following company rules. If you have experience in finance, know how to analyze accounts, and are comfortable using software like **Sage or Xero**, this is a great chance to grow your career in a fast-paced company.

What You'll Do (Duties)

- **Handle Money In & Out:** Manage bills (accounts payable) and customer payments (accounts receivable).
- **Check the Math:** Match bank statements with company records and double-check account balances for mistakes.
- **Audit Support:** Help gather paperwork for internal and yearly financial reviews.
- **Payroll & Reporting:** Assist with employee pay and help the team plan budgets and financial reports.
- **Software & Records:** Use Sage and Xero to enter data and keep all financial files organized.
- **Teamwork:** Work with other departments to help the business run smoother.

What We're Looking For (Experience)

- **Background:** Previous experience in accounting or bookkeeping, ideally in an office setting.
- **Tech Skills:** You should be comfortable using **Sage, Xero**, or similar accounting programs.
- **Knowledge:** You understand how to handle taxes, bills, banking, and basic auditing.
- **Soft Skills:** You have a sharp eye for detail, stay organized, and can handle a few different tasks at once.

Quick Facts

- **Salary:** $60,000 – $70,000 per year.
- **Type:** Full-time, in-person.
- **Benefits:** Full health package (Dental, Vision, Health, Life), paid time off, and free parking.

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