



**CANADIAN  
CATTLEMEN'S  
ASSOCIATION**

National Voice Of Cattle Producers

180, 6815 - 8th Street NE  
Calgary, AB T2E 7H7  
Tel: 403. 275. 8558  
Fax: 403. 274. 5686

1101, 350 Sparks Street  
Ottawa, ON K1R 7S8  
Tel: 613. 233. 9375  
Fax: 613. 233. 2860

### **Career Opportunity – Accounting Assistant**

The Canadian Cattlemen's Association (CCA) seeks an accounting assistant. This is a full-time position based out of CCA's office in Calgary, AB.

#### **Job purpose**

The CCA is looking for a full-time accounting assistant to support the accountant in managing day to day workflow and meeting deadlines. Reporting to the accountant, the ideal candidate would have experience in full-cycle accounting and demonstrated skills specific to time management, communication, adaptability and organization. This is a position that will provide support for the accounting and administration personnel in addition to executive and project managers.

#### **Duties and responsibilities**

- Accounts payable vendor invoice processing, weekly check/EFT runs
- Accounts receivable – monthly, quarterly and annual invoice preparation, follow-up on unpaid receivables, re-billing to associated organizations, payment processing
- Monthly recurring journal entries, maintain and reconcile ledger accounts
- Credit card reconciliations
- GST/HST monthly remittances
- Assist with monthly financial statement preparation
- Follow accounting processes currently in place and work with the Accounting and Administration team to create efficiencies in the process

#### **Qualifications**

- Minimum three years related experience
- Experience using QuickBooks Desktop
- Strong computer skills (Excel a must)
- Effective communication skills, must speak, read and write English fluently
- Exceptional strong attention to detail, demonstrated interpersonal skills
- Excellent organizational skills

#### **Working conditions**

**Location:** Calgary office

**Status:** Full-time

**Office hours:** Regular business hours, Monday through Friday

**Travel:** Minimal travel

**Compensation:** CCA offers a competitive compensation and benefits package and flexible working conditions conducive to the performance requirements

**Physical requirements:** Minimal physical requirements

**Direct reports:** No direct reports

Please send your resume and cover letter to:

Nancy Ring, Accountant  
Canadian Cattlemen's Association  
180, 6815-8<sup>th</sup> Street NE  
Calgary, AB T2E 7H7  
[ringn@cattle.ca](mailto:ringn@cattle.ca)

**About the CCA** The Canadian Cattlemen's Association is the national voice of Canada's 60,000 beef farms and feedlots. Founded by producers and led by a producer-elected board of directors representing every phase of the production system, CCA works to address issues that concern Canada's beef producers.