



Job Title: Accounting Assistant

Job Location: St. John's, Newfoundland or Charlottetown, PE

Job Description: Other Ocean Group, a well-established video game developer based in Atlantic Canada, is seeking an Accounting Assistant to join our creative and talented studio as part of our Finance Team. The Accounting Assistant will meet month-close deadlines for various accounting entities, provide support to the team, adhere to policies and procedures and complete daily financial tasks.

Primary responsibilities:

- Analyze and input monthly financial transactions
- Monthly Reconciliations (bank, credit card, intercompany)
- Prepare bi-weekly accounts receivable and accounts payable reports for management review
- Prepare financial information for individuals, departments or companies
- Develop and maintain cost findings, reporting and internal control procedures
- Analyze financial documents and reports
- Assist Accounting team with monthly project performance statements
- Other duties as assigned

Education: Successful completion of a two year diploma in accounting or pursuing a business degree in finance or accounting.

Requirements, skills, and attributes:

- Experience working in an accounting environment
- Knowledge of Canadian Generally Accepted Accounting Principles
- Experience with Microsoft Office products (intermediate experience level with Excel) and ideally Google Suite applications
- Experience with accounting software (preferably Quickbooks)
- Strong Attention to detail and organizational skills
- Excellent written and verbal communication skills
- Proven track record of self-driven and motivated personality who loves to learn, is flexible, can adapt to an environment with competing priorities and meet tight deadlines
- Ability to work effectively with staff across all departments as needed and on assigned tasks with minimal supervision
- The ability to work remotely for extended periods of time

Please submit resumes and inquiries to employment@otherocean.com with the subject line "Accounting Assistant".

Closing date: March 31, 2021