



Job Title: Junior Accounting Assistant

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

Job Description: Other Ocean Group, a well-established video game developer based in Atlantic Canada, has an entry level position open for a Junior Accounting Assistant to join our creative and talented studio as part of our Finance Team. The Junior Accounting Assistant will assist in meeting month end 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 from bank and credit card statements
- Scanning and uploading appropriate receipts
- Monthly reconciliations (bank, credit card, intercompany)
- Invoice processing, new vendor setup, and purchase tracking
- Help with payroll processing and accruals
- Assist Accounting team with other duties as assigned

Minimum Education Requirement: Ideally the candidate will have successfully completed a two year diploma in accounting or finance

Requirements, skills, and attributes:

- Experience working in an accounting environment, accounting software and knowledge of Canadian Generally Accepted Accounting Principles an asset
- Experience with Microsoft Office products (intermediate experience level with Excel) and ideally Google Suite applications
- Strong Attention to detail and organizational skills
- Excellent written and verbal communication skills
- Proven track record of self-driven, enthusiastic 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

Compensation range: Depending on experience, up to \$30,000 per annum + employer paid health benefits

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

Closing date: September 24, 2021