



Accounting Associate

We are a fast growing, dynamic firm and are currently looking for a team player to join our Accounting department in Vancouver, BC. This highly motivated candidate must take personal responsibility for building solid relationships and meeting the needs of the department.

About Harbourfront

Harbourfront Wealth Management Inc. is an IIROC registered securities dealer with offices across Canada. As part of the employee owned Harbourfront Group of Companies, the firm specializes in providing complete wealth management solutions for middle to high net worth clients.

You will be responsible for:

- Processing accounts payable invoices, including tax and regulatory payments
- Assisting with bank reconciliations
- Reconciling monthly revenue transactions
- Calculating commission payments
- Assisting with the preparation of monthly working papers
- Assisting with the preparation of files for audits and responding to audit inquiries
- Maintaining department files and records
- Compiling data for analysis requests
- Other duties and projects as required

The ideal candidate for this position has:

- ✓ Minimum of two years of accounting or related experience
- ✓ Good written and verbal communication skills
- ✓ Excellent working knowledge with Microsoft Excel and other Microsoft applications
- ✓ Familiarity with accounting systems
- ✓ Ability work well under pressure and meet required deadlines
- ✓ Ability to effectively multitask in a fast-paced work environment
- ✓ Effective organizational skills with strong attention to detail
- ✓ Desire to work in a team environment and willingness to assist in other areas when needed
- ✓ Positive and friendly attitude

If you have any of the following, consider it an asset:

- A degree or diploma in accounting or a related field
- Experience working with Sage/Simply
- Experience working with an Investment Dealer or investment funds, and payroll experience

This is an exciting role with great potential for growth. If you are interested in this excellent opportunity, please send an email to: HR@harbourfrontwealth.com

To be considered for employment candidates will be required to provide proof of citizenship, permanent residency or eligibility to work in Canada with no restrictions. We require applicants to complete a background verification process prior to commencing employment with the company. Employment is contingent on the satisfactory completion of a pre-employment background check. This posting will remain open until a qualified candidate is hired. We sincerely thank all applicants who express an interest in this role but wish to let you know that we will only be contacting applicants that are aligned with our requirements.