



**JUNIOR ACCOUNTANT  
FULL-TIME**

**ABOUT US**

Dahrouge Geological Consulting Ltd. is a North American mining and mineral exploration consulting company providing professional expertise in geological, logistical, and project management services through all stages of the mining value chain over a wide variety of commodities and materials.

**POSITION SUMMARY & QUALIFICATIONS**

Our team is currently seeking an ambitious Junior Accountant for our Edmonton, Alberta, Canada office. Reporting to the Accounts Manager, the position will support the financial department by undertaking daily accounting tasks and assisting with company operations. The ideal candidate will hold the following qualifications:

- An undergraduate degree in Accounting or a related field (required);
- CPA Certification or actively working towards obtaining certification;
- At least 2-years of relevant accounting experience; any experience with publicly listed companies would be considered an asset;
- Experience with budgeting, invoicing, and reporting (required);
- Strong proficiency with Microsoft Office Suite (required);
- Familiarity with a variety of office management and accounting concepts, practices, and software;
- Willingness to develop necessary skills to support both Canadian and US accounting fields;
- Excellent written and oral communication skills;
- Strong team and interpersonal skills;
- Disciplined and process-oriented mindset;
- Strong problem solving and analytical skills;

**ESSENTIAL RESPONSIBILITIES**

- Expense and invoicing support;
- Budget tracking / forecasting;
- Preparation and submittal of weekly / monthly reports;
- Assist Accounts Manager with balance sheets, income statements, and other financial records to legal and company accordance;
- Assist with account setup and tracking for both Canadian and US Operations;
- Develop and understand corporate business setup;
- Assist in the preparation of corporate tax returns;
- Assist project managers in the annual budget and year-end processes;
- Supervising and guiding the work of administrative staff;

Interested candidates should submit an updated resume and cover letter to [careers@dahrouge.com](mailto:careers@dahrouge.com) by January 25, 2021.