

We are Quadrant Private Wealth.

A comprehensive wealth management firm providing integrated portfolio and wealth management solutions to families and institutions from British Columbia through to Ontario. We are expanding our team and are currently accepting candidates interested in an opportunity as an **Accounting Clerk**.

The Opportunity:

As a key member of the Accounting & Finance team, the Accounting Clerk ensures accurate and up-to-date book of records by processing day-to-day financial transactions in accordance with established policies and internal controls.

Our Expectations:

- Record day-to-day financial transactions
- Perform full cycle accounts payable and accounts receivable
- Prepare bank, credit card, and GL account reconciliations
- Maintain fixed asset and depreciation schedules
- Participate in month-end close and reporting
- Support the annual corporate and fund audits by compiling external auditor requests
- Maintain AP/AR contact relationships
- Assist with various projects and initiatives

Your Qualifications:

- Recent completion or near completion of a formal accounting certificate or diploma program
- Enrolment in either the CPA program or CPB program is considered an asset but not required
- Experience with QuickBooks and intermediate level command of Microsoft Excel
- Analytical and meticulously detailed
- Strong time management, multi-tasking, communication, and organizational skills

Quadrant Private Wealth provides a respectful work environment, challenging and interesting projects, and opportunities to engage with a wide range of professionals. We offer an excellent compensation program, vacation and benefits package and an outstanding workplace culture. We are committed to providing an environment where everyone's unique knowledge, skills and contributions are valued and we proudly support career growth and development through a culture of coaching, learning and encouragement. We are looking for a long-term fit and will hire as soon as we meet the right person. For more information about our firm, visit us at www.quadrantprivate.com.

Interested? Let us know! Please submit resumes to JoinUs@quadrantprivate.com by November 15, 2022. Those who meet expectations will be contacted via email regarding next steps.