

Riva is looking for a part-time Junior Accountant to support our accounts payable and month-end close tasks that would work approximately 20 hours per week. You'll be working with a team that values excellence and initiative; we're looking for people who are passionate about Accounting and Finance and want to make an impact.

WHAT YOU WILL BE DOING

Reporting to the Director of Finance, you will be an integral part of our operations. You will work in a fast-paced entrepreneurial environment interacting with our customers and supporting your teammates daily. Together with our finance team, you will ensure the timely processing of accounting transactions. Ninety percent of your role is focused on processing full-cycle Accounts Receivable; the other ten percent is carrying out other general accounting and administrative transactions. More specifically, your duties will include:

- Complete variance analysis to ensure completeness and accuracy of billing and revenue.
- Ensure that accounts payable are paid in a timely manner
- Ensure that accounts receivable are collected promptly
- Timely preparation of client invoices and estimates
- Investigate client accounts, validate invoicing, and validate manual adjustments (credit or debit memos).
- Maintain a system of controls over accounting transactions
- Complete GL and Bank Account reconciliations
- Generate various accounting and sales reports
- Work closely with customers and internal support staff on licensing, renewals, and accounting interactions throughout the customer life cycle
- Approving and providing interim and full licenses to trial and purchase customers
- Assist in process documentation/improvements
- Year-end audit support
- Other duties as required

WHAT YOU BRING TO THE TABLE

- Exceptional attention to detail
- Working towards or possess a Bachelor's Degree in Accounting or Finance preferred
- Understanding of Accounting Standards for Private Enterprises (ASPE) in Canada.
- Previous AP experience is an asset but not necessary
- A team player attitude
- Familiarity and experience with Microsoft Excel
- A passion for your ability to deliver accurate results

BONUS POINTS FOR:

- Knowledge of annual subscription-based licensing renewal process; or
- Experience using QuickBooks and a Customer Relationship Management system such as Salesforce.
- Experience with multicurrency and multi-entity accounting

MORE ABOUT RIVA

We are an Edmonton-based software development company with a global footprint. Our Relationship Engine creates seamless data flow between applications like email, calendar, contacts, and tasks and CRM – synchronizing data and eliminating the need for task switching, application toggling, and data entry duplication across platforms.

We offer a work culture that fosters diversity, equity, inclusion, and fun. Where curiosity is rewarded, and each day offers the chance to learn, grow, and contribute to the efforts of people you like, respect, and value.

WHAT WE BRING TO THE TABLE

- Total compensation package including;
 - Paid wellness time allowing for flexible discretionary allocation for mental health, personal benefits, and personal time.
 - Volunteering for the charity of your choice, paid up to 24 hours per year.
 - Extended health care benefits, dental and life insurance.
 - Access to third-party Employee Assistance Program.
- Professional development and training allowance for career advancement.
- Share in and create a positive vibe during teamwork activities – and don't forget the social hours, staff BBQ, potlucks, and volunteering with other team members at local charities.
- A great culture which fosters diversity, equality and inclusion.
- Work with fun, like-minded people.

Make your mark on Riva's bright future – and yours!

Must hold a valid work permit or be a permanent resident or citizen of Canada. Successful candidates will be required to clear a criminal background check.

Riva is an equal-opportunity employer. Qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.