

---

## JUNIOR ACCOUNTANT JOB POSTING

**Position:** Junior Accountant

**Location:** Calgary, AB

**Employment Type:** Full-Time

**Application Deadline:** February 7, 2025

### About the SAF Group:

The SAF Group of entities (collectively, “SAF”, “we”, or “our”) was founded in 2014 with the ambition of becoming one of Canada’s leading alternative capital providers. We now have offices in Calgary and Vancouver, have allocated over \$4.0 billion across more than 60 transactions, and are actively raising and deploying capital with a focus on generating above-average risk-adjusted returns through curated and carefully vetted credit and structured equity investments.

Our dynamic team is our greatest asset. We foster a culture of intellectual curiosity, personal development, collaboration, and the unwavering pursuit of excellence.

### Position Overview:

We are seeking a Junior Accountant as a key addition to our accounting team. The ideal candidate will be a high energy and self-starting individual with a passion for critical thinking and financial/risk analysis, strong communication skills, attention to detail, and work ethic. The successful candidate will join a growing and collaborative accounting and operations team.

### Key Responsibilities:

- AP and AR (review, record, payment management and execution)
- Maintain employee expense reports process
- Record bookkeeping transactions in the accounting software
- Prepare month end and quarter end documents including financial statements, capital statements and bank and other reconciliations
- Various accounting projects
- Maintain capital depreciation schedules
- Capital inventory tracking
- Support with sales and other tax compliance
- Assist with monthly distributions
- Working with external auditors as necessary

### Qualifications/Core Competencies:

- Legally eligible to work in Canada
- Completion of accounting or bookkeeping degree or diploma program
- Fluency in both spoken and written English
- Exceptional interpersonal skills with a desire to collaborate in an open, team-focused environment

- Strong organizational skills and the ability to multitask in a fast-paced setting
- Proficiency in Microsoft Office (Word, Excel, Outlook), with a strong eagerness to learn and adapt to new software tools
- Highly detail-oriented with the ability to work independently and within a team
- Good work ethic and sound integrity
- Proficiency in Allvue AltaReturn and QuickBooks will be considered an asset

**What We Offer:**

- A competitive salary and comprehensive benefits package, including HSA, WSA, vision, dental, RRSP matching, and more
- Several opportunities for team-building events and activities
- A supportive team culture that emphasizes excellence, collaboration, innovation, and continuous learning

**How to Apply and Our Recruitment Commitments:**

- Please submit your resume and a cover letter detailing your experience and qualifications to [careers@safgroup.ca](mailto:careers@safgroup.ca). Applications will be reviewed on a rolling basis. We thank all applicants for their interest; however, only those selected for an interview will be contacted.
- SAF is dedicated to being an equal opportunity employer. We celebrate and welcome the diversity of all our employees and have specific policies in place to prevent discrimination in our hiring practices.