

Junior Accountant

Position : Junior Accountant

Location: Calgary, Alberta

Employment Type: Full-time

Experience Level: Entry-level

Application Deadline: October 31, 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 \$5.0 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 young and 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 accountant 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, payment management and execution, journal entries);
- Maintain expense reports process;
- 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;
- Bank reconciliations and book keeping;
- Working with external auditors as necessary;

Qualifications/Core Competencies:

The following qualifications are considered critical:

- Fluent spoken and written English with strong communication and presentation skills;
- Experience with Allvue AltaReturn and/or QuickBooks is an asset
- Completion of accounting or bookkeeping degree or diploma program
- Proficiency in the use of Excel™, PowerPoint™, and Word™;
- Ability to work independently with limited guidance and manage multiple time sensitive tasks simultaneously;
- Above average work ethic, integrity, and motivation;
- Proven problem-solving ability;
- Ability to work in an open office and team environment;

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. 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. Note that only applications received via email will be reviewed. Applications received via external job boards will not be reviewed.
- 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.