



EXTERNAL POSTING

Accounting Clerk

Full-Time

Effective date – to be determined (TBD)

Position Title: Accounting Clerk (designated position)

Reports to: Director of Finance, Human Resources and Administration

Responsibilities:

- Maintains and processes payroll information by collecting, calculating, and entering related data; updating payroll records as required.
- Prepares accounts payable cheques, direct deposit payments, and on-line payments.
- Assists with the procurement of supplies and equipment and building maintenance.
- Prepares and issues invoices as required.
- Processes receivables and makes bank deposits as required.
- Conducts monthly reconciliation of all bank accounts.
- Prepares monthly/quarterly/annual financial reports for the Director of Finance, HR and Administration.
- Assists in the preparation of annual budgets, Ministry quarterly financial reports and statistical reports.
- Manages all Passport funds and client budgets; provides monthly reports to the program Directors.
- Performs other finance, HR and administration related duties as required.

Required Skills/Education:

- Minimum of a College Diploma in an Accounting course or equivalent.
- Minimum of three years' experience in a financial setting.
- **Must be fluently bilingual in English and French (oral and written).**
- Strong interpersonal & problem-solving skills, as well as attention to detail.
- Strong knowledge and related experience beyond basic bookkeeping and information technology troubleshooting.
- Solid knowledge of computer systems and experience working with Windows, Microsoft Office applications and **Sage 50 accounting software.**
- Holds a valid driver's license and access to a vehicle.

Starting Salary: \$24.79/hr.

All interested parties are invited to submit their resume and cover letter to the attention of Natalie MacDonald, Human Resources Administrator, via email at nmacdonald@inspire-sdg.ca no later than **4:00 PM on Monday, January 4, 2021.**

We thank all applicants for their interest, however, only those under consideration will be contacted.

Equal Opportunity Employment