

TITLE: Accounting Clerk
SUPERVISED BY: Accounting Coordinator

I. BASIC PURPOSE

Under general supervision and in accordance with established procedures, timeframes and collective agreements, the Accounting Clerk performs a variety of moderately complex accounting clerical functions

II. MAJOR RESPONSIBILITIES

- Performs a variety of moderately complex clerical procedures including processing entries to general ledger and retrieving items posted.
- Balances and reconciles assigned general ledgers and Central accounts.
- Prepares and posts journal entries such as accounts payable entries.
- Maintains branch records of revenues and expenditures.
- Additional responsibilities as instructed by Supervisor or Management.

Knowledge Skills and Abilities

- One-year related experience in the financial services industry or similar experience in an accounting position
- Proficient in computer software application e.g. MSOffice specifically proficient in Excel
- Effective interpersonal and communication skills
- Demonstrated ability to adapt to change and learn new processes quickly
- Proven strong organizational skills with the ability to complete work accurately within established deadlines