Accounting Clerk I
Headquarters
Competition #: 2017.004.FIN
Salary Scale (CG - 25): $21.53 - $23.74
Bargaining Unit Position (CUPE)
Permanent

Description

Reporting to the Accounts Supervisor, this position will assist with the effective and efficient operation of the Accounts Payable and Receivable functions of the District by providing support for a variety of accounting functions, including the accurate and timely processing of accounting documentation.

Duties

- Receive, record, and distribute all incoming (electronic and paper) invoices and statements
- Match electronic goods receipt with incoming invoice
- Recording and updating spreadsheets
- Photocopying and scanning documents
- Receive and record daily cash receipts.
- Sort, files and maintains alphabetical and numerical filing systems
- Assist with year-end audit.
- Other duties as required.

Qualifications

Candidates must have a minimum two years experience in an office setting, in a heavily computerized, fast paced working environment; the ability to maintain the highest standard of confidentiality; a thorough knowledge of computerized accounting processes and office procedures; a strong background in a computerized working environment, including Microsoft Word and Excel; strong organizational skills, strong oral and written communication skills; and the ability to work independently on assigned tasks as well as part of a team. These qualifications would normally be acquired through completion of a Diploma in Business Administration supplemented by a minimum of two years directly related experience. Equivalencies may be considered.
Deadline and Delivery

Apply in confidence, indicating competition number, by forwarding résumé and cover letter to:

Human Resources Division – Eastern Region
HR Manager
Fax: (709) 758-1052
E-mail: internaljobs@nlesd.ca

Closing Date: Wednesday, August 16, 2017 at 4:00 p.m.

The Newfoundland and Labrador English School District is committed to employing a diverse workforce and encourages all qualified applicants to apply. A Police Records Check with a Vulnerable Sector Query, from the local police authority will be required. Only those selected for an interview will be contacted.