

## Accounting Clerk

**Reports to:** Accounting Manager

**Payroll Classification:** Full Time

**Department:** Accounting

### **Scope and General Purpose:**

The Entry Level Accounting Clerk possess an analytical personality with the ability to file data entry accurately and is detailed oriented. This is a great opportunity for ambitious individual to work with the organization's accounts receivables and accounts payable activities, as well as for providing general administrative support in the accounting department. Interaction with vendors, clients and staff is a critical component of this position.

### **Essential Duties including but not limited to:**

- Provide accounting and clerical support to the accounting department
  - Research, track and restore accounting or documentation problems and discrepancies
  - Communicate effectively with customers, vendors and colleagues.
  - Actively contribute to the overall positive culture of the company.
  - Protect organization's values by keeping information confidential.
  - Ability to work independently and contact vendors or clients to resolve any issues.
- Accounts Receivable
  - Review billing instructions and post advance deposits for upcoming groups
  - Monitor accuracy of billing while groups are in-house.
  - Prepare invoices for groups after their departure.
  - Process payments.
  - Follow up on delinquent invoices.
- Accounts Payable
  - Reviews accuracy of all invoices and matches to supporting documentation. Follows the policies and procedures for entry of invoices into Sage ACCPAC.
  - Processes invoices for payment through Sage ACCPAC.
  - Communicates with suppliers regarding invoices, credits and payment status.
  - Prints accounts payable reports and maintains accounts payable files.
  - Responds to phone calls and questions about invoices & payment status.
  - Reviews the Open Goods Received report for PO items received but not matched to an invoice.
- Data Entry
  - Type accurately, prepare and maintain accounting documents and records
  - Fill out different types of financial reports using MS Excel

### **Marginal Duties**

- Accurately perform administrative tasks assigned by the Director of Finance or Accounting Manager
- Other duties as assigned

## **Knowledge, Skills & Ability Requirements**

- Ability to be organized, accurate and detailed oriented.
- Secondary diploma is required; College degree is an asset but not required
- Ability to multi-task with frequent interruptions
- Ability to work independently with minimal supervision
- Ability to maintain confidentiality.
- Excellent computer skills, including the use of Microsoft Word, Excel and Outlook is required  
Facility in Microsoft Access and Maestro PMS an asset
- Must be proficient to accurately perform basic mathematical calculations. Attention to detail and accuracy is a must.
- Ability to prioritize and multitask
- Good verbal and written communication and interpersonal skills.
- Demonstrates teamwork, organization, timeliness, and cooperation in performing job responsibilities.
- Regular and predictable attendance

## **Physical Demands**

Essential duties require long periods of sitting, reading from a computer screen and keyboarding. The employee must have normal vision (corrected) including close and color vision, hearing and verbal communication.

## **Environmental Conditions**

Duties are typically performed in an indoor setting; however duties may be assigned periodically which take place out of doors and in the elements. The job includes sharing office with other colleagues – males and/or females. The accounting office has multiple workstations with multiple phone lines. Incoming calls are frequent and the noise level is moderate.

This Job Description reflects management's assessment of essential functions; however it does not prescribe nor restrict the tasks that may be assigned |