
Job Posting

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| Position: | Accounting Clerk A/P, A/R | Closing Date: Until it is filled |
| Type of Position: | Full time | Community: New Westminster |
| Nature of Work | 40 Hours a Week | Posting #: 4000-032019 |

We are looking for a full time Accounting Clerk. We are a human rights and social services charitable not-for-profit agency for women and girls affected by the justice system.

Key Duties/Accountabilities:

Reporting to the Director of Finance, the Accounting clerk will be responsible for performing a variety of accounting and bookkeeping functions. The successful candidate will be responsible for assisting with keeping the financial functions up-to-date, including timely and accurate accounting of full cycle accounts payable/receivable, preparing reports, and reconciling banks and other accounts, as well as other ad hoc duties. The ideal candidate should be familiar with all accounting procedures, have attention to details, work with minimal supervision, well organized and have great time management skills.

Education and Experience:

- Minimum of 2 years of experience in a similar or progressive position
- Thorough knowledge of full cycle accounts payable/receivable and general accounting practices and procedures
- Ability to process a large volume of work and maintain high level of accuracy in preparing and entering information
- Demonstrated hands on competency with accounting software, and MS Office, including MS Excel is a must

Skills and Abilities:

- Well organized, ability to multi-task and prioritize deadlines
- Accuracy and attention to details
- Ability to problem solve independently and recommend resolutions
- Excellent verbal and written communication skills
- Team player and customer service oriented
- Excellent computer skills, including proficiency in Microsoft Excel and Word
- Ability to work in a fast paced environment and under pressure

Interested candidates must submit a resume and cover letter to: humanresources@elizabethfry.com

Please note only short listed candidates will be contacted for interview. No phone calls please.