

Job Ad – Accounting Clerk

We are currently recruiting for an Accounting Clerk with a solid background, experience and education in accounting and bookkeeping.

Requirements:

Polished, Professional and Personable

Strong Organization, prioritization skills, attention to detail

Ability to work in a team environment and maintain a pleasant disposition

Ability to be proactive, handle simultaneous projects, work independently

Strong knowledge of Microsoft Word and Excel.

Duties would include:

Accounts Payable

Accounts Receivable

Data Entry

Government Remittances

Periodic reconciliation of accounts to ensure accuracy

Provide clerical and administrative support to management as required

The job is 7.5 hours a day, Monday through Friday

Please not only qualified candidates will be contacted for an interview.