

## **Accounting Clerk**

This is a team orientated, full time position in Cumberland, BC available immediately; reporting directly to the Assistant Financial Controller.

### **Responsibilities:**

- Processing high volume of vendor invoices, including matching invoices to purchase orders, coding invoices, & project allocation
- Preparing weekly cheque runs and wire transfers.
- Managing vendor relationships & reconciliation of vendor statements.
- Maintaining new and existing vendor information.
- Handling various administrative tasks for the Finance department including maintaining records, gathering information, maintaining files, and responding to employee requests as required.
- Preparing accruals and reconciliation of sub-ledger to the general ledger.
- Tasks could include performing general ledger posting, preparation of monthly/year-end accruals and reconciliations, preparing aging reports and other special projects

### **Qualifications:**

- Minimum of 3-5 years in a similar role
- Knowledge of business and accounting principles and practices.
- A high degree of proficiency in all MS Office programs, especially Excel is mandatory.
- Previous work with Sage 50 (Simply Accounting) is considered a strong asset.
- Previous experience in a non-profit environment is an asset
- Work is generally of a critical and time sensitive nature. Meticulous attention to detail and the ability to deal with constantly changing requirements and priorities.

Please submit resume and cover letter to [finance.careers@tula.org](mailto:finance.careers@tula.org)

We thank all applicants in advance and advise them that only candidates selected for an interview will be contacted.