



Accounting Clerk II

Location: Headquarters – Stephenville

Job Opening ID: 11144

Temporary, Full-Time

Commencing: As soon as possible until November 17, 2020

Deadline to Apply: December 05, 2019

INTERNAL POSTING

Job Information

DUTIES: Responsible for a variety of financial accounting work on a provincial basis using web-based business solutions. Work involves planning, overseeing, directing and performing complex accounting work. Provides guidance on related financial functions, including billing, cash receipts, and disbursements at the campus level. Reviews and processes source documents for billing, payment, and account reconciliation. Maintains ledgers of original entry and prepares reports for management as needed. Interprets and applies College Financial Policies and Procedures and federal HST regulations. Establishes and maintains effective working relationships with government and college officials, regulatory agencies, suppliers, vendors, customers and the general public. Other related duties as assigned.

QUALIFICATIONS: A sound knowledge of accounting principles and practices supplemented by knowledge of accounts receivable procedures, accounts payables procedures, cash reconciliation procedures, government tax regulations, and records management. A strong knowledge of computerized accounting and other software applications, including Microsoft Office Suite is required. Candidates must demonstrate good analytical, organizational and communication skills, good judgement, and the ability to establish and maintain effective working relationships. A minimum of a two year Business Diploma is required and experience in accounting practices and principles. Previous experience directly in an Accounts Payable or Accounts Receivable department would be an asset.

SALARY: CG-E26 - \$40,458.60 - \$44,790.20 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at www.cna.nl.ca. Proof of credentials and names of three professional references, including a current supervisory reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Alex King, Human Resources Consultant at alex.king@cna.nl.ca or by phone at (709) 793-4244.