



Clerk III

Location: Headquarters - Stephenville

Job Opening ID: 11152

Permanent, Full -Time

Commencing: As soon as possible

Deadline to Apply: December 09, 2019

INTERNAL POSTING

DUTIES: This position maintains the College-wide Fixed Asset system by using database software (Sage Fixed Assets) to update data in accordance with the College's Fixed Asset Control Policy. The incumbent will be responsible for tracking and updating purchases, movements, and disposals of equipment. The incumbent will reconcile the fixed asset database to the general ledger and capital sub-ledgers. The incumbent will provide help in inventorying of fixed assets and annual auctions. The incumbent will perform other related duties as required.

QUALIFICATIONS: A sound knowledge of accounting principles and practices supplemented by knowledge of fixed assets procedures, and computerized inventory, and records management. A strong knowledge of computerized accounting and other software applications, including Microsoft Office Suite is required. Knowledge of Peoplesoft and Sage Fixed Assets would be considered an asset. Candidates must possess initiative, be able to work in a fast-paced environment, and demonstrate good organizational, analytical, communications and interpersonal skills combined with the ability to work independently with minimal supervision. A minimum of a two year Business Diploma is required. Other combinations of related experience and training in financial accounting or fixed assets may be considered.

SALARY: CG-E24 - \$37,692.20 - \$41,514.20 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 on line complete with resume at www.cna.nl.ca. Names of three professional references 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.