



Accounting Clerk *Permanent/Full-time*

JOB SUMMARY

Under the direction of the Corporate Services Manager, the Accounting Clerk position is responsible for providing all accounting and administrative support. In addition to the accounting responsibilities this position plays a role in payroll, recruitment functions, and on boarding. Overall, this position plays a vital role in supporting other departments with their accounting and administrative needs, as well as training.

DUTIES & RESPONSIBILITIES

Accounting

- Perform all accounts payable and accounts receivable functions daily.
 - Daily balancing of bank reconciliation
 - Entering account payable invoices
 - Entering accounts receivable deposits
 - Invoicing for department programs
- Documenting and indexing all transactions to OnBase.
- Assist and take responsibility in coding department expenses and revenue.
- Process and keep up to date all Per Diem and Mileage expenses for Staff, Board, and Committee members.
- Process Equipment and Vehicle records monthly.
- Submitting all source deductions to the Receiver General, paying the Employer Health Tax, WSIB, OMERS, and Buffett Taylor Monthly.
- Process all property tax assessments and process all property tax payments.
- T4 processing and entering.
- Entering Data and Posting General Ledger
- Communicating with staff for invoicing and expense purposes
- Monitoring, reconciling, and submitting monthly purchase VISA card statements and documentation to the Accounting Department

Administration Support

- Respond to Accounting related questions and inquiries from employees and the public. This involves answering email, telephone, and walk-in inquiries and/or redirecting inquiries to the appropriate contact.
- Maintain and update HR and Payroll related information on HR Covered.



Human Resources Support

- Assist the Corporate Services Manager in updating sections/items on HR/Payroll forms.
 - Collect correct address and contact information.
- Support training initiatives, enrolment/registration, and other related support tasks.
 - Arrange health and safety Training using HR Covered for new employees and updating current employee certification.
 - Assign training to appropriate staff.
- Support the recruitment/interview process,
 - Assist in interview process with summer students annually.
 - Provide support to departments in decision making process.

Payroll Support

- Assist the Supervisor, Payroll in entering Employee Expense Reimbursement data into the Employee Expense Claim database.
- Create electronic employee records in Sage which involves entering employee information.
- Acquire bank information from new staff, board members, and committee members for payment.

Other

- Provide back up support and/or coverage to Corporate Services Manager and Assistant
- Perform other duties as assigned or as required.

REQUIREMENTS

Education

- 2–3-year College Diploma in Accounting or Business Administration

Experience

- 1–2 years of experience in performing accounting duties and administrative support.

Knowledge/Skill/Ability

- Knowledge in account practices and procedures
- Ability to work independently with little supervision while carrying out day-to-day tasks.
- Computer literacy utilizing Sage, Microsoft Office Suite (Excel, PowerPoint, Word), Adobe Acrobat, OnBase and the Internet
- Excellent interpersonal, customer service, public relations, organizational/coordinating/multi-tasking/work prioritization, research, problem solving, typing/formatting skills.
- Demonstrated ability to interact effectively and courteously with all levels of staff and public contacts in a client service environment.
- Demonstrated ability to work under pressure to meet deadlines and/or peak period workloads that may extend beyond the normal workday.



JOB DETAILS

- This job is located at Quinte Conservation's main office in Belleville, ON.
- The annual salary range is \$57,760 to \$67,571 annually, 35 hours per week.
- This position qualifies for group benefits, vacation and OMERS pension.
- The start date for this position is April 1, 2024.

HOW TO APPLY

- Apply by email with a **Cover Letter** and **Resume** to hr@quinteconservation.ca
- In the subject line, include *Accounting Clerk*
- Application deadline is Tuesday, March 5, 2024 at 11:59 pm.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

Quinte Conservation is proud to provide employment accommodation during the recruitment process. Should you require any accommodation, please indicate this on your application and we will work with you to meet your accessibility needs. For any questions, suggestions or required documents regarding accessibility in a different format, please contact us at 613-968-3434 or hr@quinteconservation.ca.