



## Accounting Clerk 1 Position

### JOB SUMMARY

Quinte Conservation requires a new Accounting Clerk who will be responsible for the performance of a variety of duties from backroom calculations to front desk customer service. Responsibilities will include posting the day's receipts, filing and tallying deposits, coding, totaling, batching, entering, verifying and reconciling transactions such as accounts payable and receivable, purchase orders, process cheques and invoices, cheque requisitions, and bank statements. Other responsibilities will include the performance of related clerical duties, such as word processing, maintaining filing and record systems, faxing, and photocopying.

### QUALIFICATIONS

- Accounting college diploma or 3 years related experience in accounting principles, payroll procedures and general office administration
- Knowledge of accepted accounting rules, practices, tax laws, and reporting requirements
- Effective communication skills with individuals at all levels of the organization
- Must have computer literacy and effective working skills for MS Word, Excel, Outlook (e-mail), and Acpac
- Ability to adapt to and learn new software
- Able to work efficiently as a part of a team as well as independently
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Able to work well under pressure and meet set deadlines
- Good organizational, time management and prioritizing skills
- Ability to interpret and implement company policies and procedures
- Attention to detail in all areas of work
- High level of personal integrity
- Strong work ethic
- Self-starter
- A confident and decisive personality

### JOB DETAILS

This job is located at the Quinte Conservation Office in Belleville. There is a 35-hour work week.

### HOW TO APPLY

- Apply by email with cover letter and resume to: Kathryn Di Donato, HR Specialist, at [kdidonato@quinteconservation.ca](mailto:kdidonato@quinteconservation.ca)
- Include "Accounting Clerk" in the subject line of your email
- Application deadline is Friday, February 16, 2018

*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 [kdidonato@quinteconservation.ca](mailto:kdidonato@quinteconservation.ca).