



Accounting Clerk bvc

Posted by: Ranjodh Singh

Posting date: 04-Feb-2023 **Closing date:** 07-Oct-2023

Education: Graduation arts 321

Language: English 89

Job location:

Salary: \$33.32

Years of Experience: 2 years

Vacancy: 5

Job Type: Full Time

Job id: CAJ3539130

Expired

Job description:

Performance Objectives & Outcomes

Success in the role will be gauged by processing times payment and ledger accuracy the relevance and timeliness of reporting and adherence to company's policies and procedures.

Challenges

- Fast-paced high-volume environment
- Communicate with non-finance people
- Multiple deadlines (several projects across multiple entities)

Key Accountabilities and Supporting Tasks

Payment processing

- Match POs and agree invoices to contracts
- Review reconcile and process invoices for payment
- File invoices prepare bank deposits teller payments cheques and EFTs on a monthly basis
- Resolve POs contract invoice or payment discrepancies

Cost allocation and ledger management

- Allocate costs to accounts and cost centers through in-depth invoice analysis and coding
- Maintain the accounting ledger through recor

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