



Senior Accounting Clerk

Posted by: CWM Ltd

Posting date: 04-Feb-2023 **Closing date:** 09-Aug-2023

Education: College diploma or certificate in Accounting, Bookkeeping

Language: English (Preferred)

Job location:

Salary: \$28

Years of Experience: 4 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ2295909

Expired

Job description:

WHO WE ARE

. A job with purpose. Our 4000+ person strong organization champions a healthy, fun, creative and active lifestyle for Canadian Armed Forces members, Veterans and their families. Help us deliver a variety of recreation and fitness programs, offer family support, organize charity events and make sure our members access retail, travel and banking discounts and customized financial services. At Canadian Forces Morale and Welfare Services, we love what we do. And we live it too.

THE ROLE

As a Senior Accounting Clerk, you will perform accounting-related tasks using knowledge of the entire accounting cycle. Your duties will include examination and verification of the accuracy of data and authorization of routine

payments, credits, deposits and withdrawals.

You will maintain records in support of compliance activities. You will reconcile transactions such as accounts payable and receivable, and process purchase orders, cheques, invoices and cheque requisitions. You will prepare adjustments (JVs) and forward for action. You will assist with the preparation of work schedules and work procedures as well as assist peers with job duties.

This is a hands-on role, requiring the ability to efficiently manage tasks with defined priorities and fixed monthly deadlines. Strong computer skills; including knowledge of Excel, great customer service skills and an aptitude to learn are important.

In this fast-paced environment, everyone works as one team. If you adapt well to improving business processes, thrive in a customer-focused environment, have excellent organizational and communication skills and have a positive attitude, this is the role for you!

QUALIFICATIONS NEEDED

Education, Certifications and Licenses

College diploma or certificate in Accounting, Bookkeeping or a related field AND several years of experience in a related field

Experience

In bookkeeping

In financial statement preparation

In reports management

In office administration

In records management

In budget administration

In cash handling

Competencies, Skills and Abilities

Client focus, organizational knowledge, communication, innovation, teamwork and leadership.

LANGUAGE REQUIREMENTS

Bilingual Essential

Reading: Basic

Writing: Basic

Oral: Functional

BENEFITS AVAILABLE

Health Benefits: Drug coverage, travel insurance, dental, vision, life insurance, disability insurance and accidental

death and dismemberment coverage.

Work Life Balance: A wide range of paid/unpaid leave, including paid vacation, family related leave and personal days.

Retirement Planning: A Defined Benefit Pension Plan and Group Savings Plans.

Learning and Development: Tuition Assistance Program and Advanced Learning Program, payment of professional association memberships, online learning opportunities and second language training.

Perks: Discounts through CF One Member Appreciation.

OTHER INFORMATION

This is an on-site position. Remote work may be required depending on health and safety considerations.

Join the financial management and accounting team that underpins the success of CFM Ltb operations. CFM Ltb Finance provides relevant, reliable and cost-effective financial services that are the foundation of all programs supporting the Canadian Armed Forces and their families.

START DATE

As soon as possible

INCLUSION AND ACCOMMODATION

CFM Ltd is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of the communities in which we live. Accommodations are available to all candidates identifying a need during the selection process.

Posted on canadianjobportal.com