



Accounting Clerk

Posted by: Halton Region ltd

Posting date: 08-Apr-2023 **Closing date:** 20-Aug-2023

Education: Bachelor's (Preferred)

Language: English (Required)

Job location:

Salary: \$\$53,859–\$71,814

Years of Experience: 1 year

Vacancy: 3

Job Type: Full Time

Job id: CAJ4359435

Expired

Job description:

Accounting Clerk

At Halton Region, we treat everyone with respect, honesty, fairness and trust. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. Halton Region is committed to providing accommodation to individuals with disabilities throughout the recruitment process.

At Halton, you are encouraged to grow and succeed in your career and are recognized for your accomplishments and contributions. As an employee, you will be part of a progressive, service focused and award winning employer with a diverse and inclusive work environment and strong long-term financial position and AAA credit rating.

As an employer of choice, Halton Region recognizes the many benefits of hybrid work arrangements including flexibility and better work-life balance for our employees. This position is eligible for our Hybrid

Work Program.**Posting ID:** 1948**Department:** Finance**Division:** Financial Services & Payroll**Pay Range:** \$53,859 - \$71,814**Job Type:** Contract > 1 Year**Hours of Work:** 35 hours per week**Work Location:** 1151 Bronte Road, Oakville**Employee Group:** OCT**Job Summary**

Reporting to the Supervisor, Accounts Payable, this position is responsible for providing administrative support to the Financial Reporting area. The ideal candidate will be customer-centric with strong attention to detail and high level of accuracy to ensure accuracy of payments released to vendors. Prioritizing tasks and effective time management is a must in our high-volume environment. This role is responsible for daily management of vendor master records including managing confidential vendor banking details.

Duties & Responsibilities

- Processes electronic payments and cheques for all goods and services purchased by the Regional Municipality of Halton and Halton Community Housing Corporation (HCHC) in a timely manner, in accordance with Regional by-laws.
- Reviews payments to ensure appropriate supporting documentation and approvals are obtained and that the payment is accurate by matching SAP payment details to supporting documentation.
- Distributes cheque payments according to instructions on supporting documentation.
- Verifies the accuracy of changes and additions to the vendor master records and banking details in SAP.
- Maintains a filing system for all Accounts Payable documents.
- Provides first level customer service support for telephone inquiries for the division.
- Assists Regional staff, vendors, and internal /external auditors with financial inquiries.

Skills & Qualifications**Essential**

- Post-secondary training in Accounting or a related field.
- Two (2) years' experience in a computerized accounting environment.
- Excellent customer service skills to assist internal and external customers.
- Works well independently and in a team environment.
- Intermediate level proficiency with Microsoft Excel.

Preferred

- Experience with SAP Financial module.

Working/ Employment Conditions**Working Conditions**

- Flexibility in working hours will be required.

Important information about your application:

- In accordance with requirements in Ontario Regulation 191/11 – Integrated Accessibility Standards and the Ontario Human Rights Code, Halton Region will accommodate the needs of individuals with disabilities throughout the recruitment process. If you require accommodation at any stage of the recruitment process, please inform the Talent Acquisition representative of the nature of the accommodation(s) you require.
- Please submit your application online. We will accommodate individual needs for applicants with disabilities and others who are not able to apply online. If you experience any issues with submitting your application, please contact HR Access at 905-825-6000 extension 7700.
- Applications will be accepted until 11:59 p.m. on the deadline date specified on the posting.
- We encourage applications from all qualified individuals; however, only those under consideration will be contacted.
- Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment.
- If selected for an interview, you will be contacted by email and/or phone. Please ensure the contact information provided on your resume is up to date and that you check your email and voicemail regularly.

Halton Region serves more than 595,000 residents throughout Burlington, Halton Hills, Milton and Oakville. We are committed to the delivery of high quality programs and services that make Halton a great place to live and work. We engage great people who contribute to meaningful work that makes a positive difference in our community.

Posted on canadianjobportal.com