



## Accounting Clerk

**Posted by:** Tejkart Marketing LTD.

**Posting date:** 16-Nov-2023      **Closing date:** 06-Dec-2023

**Education:** Graduation

**Language:** English. Punjabi

**Job location:** Alberta Beach

**Salary:** \$25.51

**Years of Experience:** 3 years

**Vacancy:** 1

**Job Type:** Part Time

**Job id:** CAJ4501549

Expired

### Job description:

#### The Role:

We are looking for a self-motivated Junior Accountant to Join PocketPills' amazing team! Reporting to the VP, Finance, you will play a key role in the continued development of our Accounting and Finance department and ensuring that all monthly financial reporting deadlines are met. You will assist with Bookkeeping, Data entry, Bank deposits, AP maintenance for the group of companies, ensure integrity of financial information and compliance with accounting policies and procedures. The successful candidate will bring strong communication and technical skills to the role.

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You will be responsible for:\*

- Data entry and Bookkeeping in Xero
- Reconciliation of the bank and credit card statements in Xero
- Cash counting and bank and cheque deposits when necessary
- Invoice/Receipt/Document Scanning maintenance
- Daily maintenance of accounting inbox, bank balances, and AP tracking sheet for payments
- Assistance with GST/PST/WCB filings and payments
- Assistance with sorting and filing weekly mail as necessary
- Preparation of month and year end journal entries and supporting working papers/schedules/reconciliations related to assigned tasks according to the Monthly close schedules
- Completion of applications for new vendors as necessary
- Completion of other projects and tasks as assigned or requested by VP, Finance

**Must-Haves:**

- Diploma or certificate in business, commerce, accounting, or related discipline
- Minimum two years of related and relevant work experience
- Strong understanding of accounting theory
- Strong knowledge of Excel including prior experience in use of pivot tables, advanced formulas, filtering and organizing large volume of data
- Proven ability to work as part of a team contributing to a positive and progressive work environment and the ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance
- Ability to meet assigned deadlines
- Strong verbal and written communication skills
- Strong problem solving, interpersonal, and analytical skills
- Highly detail oriented and organized in work
- Proficiency with Google Drive applications

**Nice to Haves:**

- Knowledge of, Xero, Receipt Bank, Dext, Plooto, and Fathom

**Job type:** Full time

**Salary:** Competitive salary

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**Benefits:\***

- Dental care
- Disability insurance
- Extended health care
- Vision care
- Life insurance
- Paid time off

Job Type: Full-time

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