



Accounting Clerk

Posted by: Tejkart Marketing LTD.

Posting date: 19-Dec-2023 **Closing date:** 09-Jan-2024

Education: Graduation

Language: English. Punjabi

Job location: Alberta Beach

Salary: \$18.22

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ4514509

Expired

Job description:

The Job:

The Prestige Automotive Group is looking for an Accounting Clerk for a growing import store in Edmonton. The Automotive Accounting Clerk performs a variety of general accounting: deal posting, account reconciliations, detailed general ledger postings, and clerical support tasks in the accounting department, while learning the specialized duties of the accounting staff in a dealership.

Experience in a car dealership or related industry with knowledge of general accounting procedures is a must. The ideal candidate must be detail-oriented, good with numbers, and proficient with Microsoft Office applications (Word, Excel, and Outlook).

Responsibilities:

- Reconciles statement and ledger and ensures payments are consistent with set schedules
- Prints, analyzes, and distributes reports as requested by management
- Maintains updated files for accounts
- Performs other duties as assigned

Skills Required:

- Accounting Diploma required
- Stronger computer and internet skills, including Microsoft Office Suite
- Experienced with business applications and Reynolds and Reynolds or other dealership accounting software
- Excellent communication skills, verbal and written
- Organized and detail oriented
- Strong data and entry management skills
- Strong attention to detail and accuracy

Salary is negotiable based on experience.

Job Type: Full-time

Salary: From \$50,000.00 per year

Benefits:

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

Schedule:

- Monday to Friday

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