

Position Title: Accounting Clerk – Junior (Full Time – Permanent)

Position Location: Calgary, Alberta (SE Office/Shop & Remote Hybrid)

Reports to: Accounts Payable Supervisor

Position Overview

The Junior Accounting Clerk performs accounting work in accordance with reporting requirements. They are responsible to provide administrative and operational support duties in relation to the business. The Junior Accounting Clerk will be directly involved in all aspects of the accounting systems and processes (main focus is on A/P).

Responsibilities

- Accounts Payable
 - OpenInvoice processing & administration
 - Setup of new suppliers, Compliance & Supplier Contract administration
 - Review, coding & approving invoices
- Vendor inquiries (phone, email etc.)
- Monthly bank account & credit card reconciliations
- Expense report processing; journal entry and reconciliation for credit cards / review and enter them into QuickBooks
- ProcureDox administration– A/P; review and monitor accounting system integration application
- Vendor payments
 - EFT's, online bill payments, wire transfers & manual cheques
 - Creating journal entries for foreign exchange payments issued
- Monthly reporting & data investigation
- Performs other ad-hoc duties as required to support Accounting Department

Education, Experience, Technical Qualifications

- Post-secondary education or equivalent work experience (1-2 years of work experience is preferred)
- Strong Microsoft Office skills (specifically Excel)
- Previous experience with OpenInvoice & QuickBooks Enterprise is preferred
- Ability to quickly acquire knowledge and skill with differing types of software

Additional Skills

- Strong time management skills with the ability to prioritize workload amongst competing demands
- Adapt well to change and a varied work environment; flexible and willing to take on duties outside of job description
- Operate effectively in a team environment
- Must have excellent organizational, problem solving, and analytical skills with strong attention to detail
- High level of interpersonal skills to handle difficult situations in a professional, timely, and courteous manner
- Excellent written & verbal communication skills, and the ability to interact well with all levels of internal and external stakeholders
- Maintain a high level of confidentiality both internally and externally to Pacesetter

Must be legally eligible to work in Canada to be considered for this role.

If you are interested in applying for this position, please send your cover letter and resume with the subject line “Accounting Clerk - Junior” to careers@pacesetterdirectional.ca